

Approved: [1/20/2016 ATTACHED POLICIES](#)

## Administrative Council Meeting Minutes

January 5, 2016

President's Office **1:30 p.m.**

(Highlight in blue assignments that need to be completed)

### VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

### NON-VOTING MEMBERS PRESENT

Cindy Brown- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

### Guests

## 1) CALL TO ORDER/REVIEW MINUTES

### a) Call to Order

i) The meeting was called to order at 1:38 p.m.

### b) Review of December 7, 2015 Minutes

i) The minutes of the December 7, 2015 meeting were reviewed and approved.

## 2) OLD BUSINESS

### a) Revisit Policies

i) **800.15 Withdrawal From College** (Previously unapproved-Needs clarification of "withdrawing from college" as opposed to "dropping all courses.") **Approved.**

ii) **800.16 Grading System** (Prev. Approved w/revision-Reinsert "carrying no credit" in paragraph 1, line 4. ) **Approved.**

iii) **800.18 Grade Point Average And Academic Progress** (Prev. Approved w/revision- paragraph two, line 8. Change the word "me" to "met" 4.C. Change the word one to once. **Approved with change.**

iv) **800.19 Change of Student Enrollment** (Prev. Unapproved-Needs clarification) **Approved.**

v) **800.20 Graduation Requirements** (Prev. Approved w/revision- Reject change made to 800.20.1.C.) **Tabled for further review.**

vi) **800.22 Student Government** (Prev. Approved w/revision- In #2.a. Change the word "government" to "Senate") **Approved.**

vii) **800.23 Student Clubs and Organizations** (Previously unapproved -Returned for wording review) **Approved.**

viii) **800.25 Use of College Facilities** (Previously unapproved-Rewrite #3, clarify) **Approved.**

ix) **800.26 The Den** (Prev. Approved w/revision-Strike last sentence in #1) **Approved.**

## 3) NEW BUSINESS

### a) Custodial/Maintenance Services

i) VP Halvorson requested custodial service in weight room to empty garbage, sweep floor and clean mirrors. **VP Kenner agreed the room can be added to their regular schedule.**

ii) Employees in the maintenance department volunteered to be trained to assist in wind tower rescue.

b) **Booster Club Gaming Permits** (Advancement)

- i) VP Halvorson requested assistance for the Athletic Booster Club in managing the raffles they will be conducting in 2016. Council discussed which department/employee(s) are best suited to obtain the gaming permits, collect the money from sellers, audit the tickets and file the quarterly reports for the Booster Club raffles. VP Halvorson added the Athletic Director will be responsible for the distribution of tickets to sellers, and ensuring the money gets collected from the sellers but it will be necessary to designate others to obtain the proper gaming permits from the City and/or State, to audit ticket sales and file quarterly reports required for the club's gaming permit. [President Darling requested VP Goulding utilizes Advancement office resources to assist in obtaining the permit for the Booster Club. President Darling and VP Halvorson will work out a plan to understand the roles and responsibilities of others in the Athletic Department and determine a proper individual to provide an accounting for all raffle ticket sales and prizes awarded. Reporting for gaming activities will transition from the Advancement Office to the Administrative Affairs Office and VP Kenner will designate a staff member to obtain the gaming information from the Athletics Department and complete the proper gaming reports.](#)

c) **Progress Reports on Department Goals and Goals Relative to Departments in Strategic Plan** (All)

- i) Council discussed progress in each department on the various goals of the Operational and Strategic Plans.

d) **Department Updates**

i) **Academic/Student Affairs-**

(1) VP Halvorson's department is preparing to welcome faculty back to campus.

ii) **Administrative Affairs**

(1) VP Kenner reported he is working to complete the IPEDS report and file the 990 nonprofit tax returns for the Foundation, and [will call a meeting of Administrative Council members and Physical Plant Director Estenson to discuss the Facility Master Plan which is due in February. Ideas will also be sought from faculty, staff, students and Community College Foundation members.](#)

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be:

(1) Wednesday, January 20 @ 1:30p

(2) Monday, February 1 @ 8:30a



**POLICY AND PROCEDURE MANUAL  
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
WITHDRAWAL FROM COLLEGE	800	15

REQUESTED ACTION:     CHANGE     ADD     REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached paperwork

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	12/31/2015
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Stephanie L Shock</i> Director of Student Services	12/31/2015

**ADMINISTRATIVE COUNCIL ACTION:**

- REQUEST APPROVED                       REQUEST TABLED FOR FURTHER REVIEW  
Date: \_\_\_\_\_
- REQUEST NOT APPROVED                       REQUEST APPROVED WITH REVISIONS  
Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Doug D...</i>	1/7/16

**The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:**

- Faculty Senate President
- Staff Senate President

**Final printed versions of the change will be distributed to the following for placement in paper manuals:**

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

**Lake Region State College  
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SECTION 800.15  
WITHDRAWAL FROM COLLEGE

- ~~1. A student who voluntarily withdraws from college must first contact the Counseling Office to obtain a *Withdrawal from College* form.~~
  - ~~2. The student must follow withdrawal procedure and will be considered officially withdrawn only after this procedure is completed.~~
  3. Lake Region State College shall make available a procedure for withdrawing from college on the website and in the Student Services Office. The student will be considered withdrawn only after the withdrawal process is completed.
  4. The last day to withdraw and the withdrawal refund dates will be made available on the LRSC website.
  5. Any tuition refund or credit will be determined based on ~~by~~ the date ~~the~~ of *Withdrawal from College* form is ~~completed and filed~~ submitted to the Registrar.
  6. ~~Neglect~~ Failure to officially withdraw from the College LRSC may result in a grade of "F" recorded on the transcript for all courses enrolled.
  7. Students who are dismissed from a program for not following program requirements and fail to officially withdraw from LRSC may be removed from all program specific courses and are not eligible for tuition refunds.
- 

**History**

**Lake Region State College  
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SECTION 800.15  
WITHDRAWAL FROM COLLEGE

1. Lake Region State College shall make available a procedure for withdrawing from college on the website and in the Student Services Office. The student will be considered withdrawn only after the withdrawal process is completed.
  2. The last day to withdraw and the withdrawal refund dates will be made available on the LRSC website.
  3. Any tuition refund or credit will be determined based on the date the *Withdrawal from College* form is submitted to the Registrar.
  4. Failure to officially withdraw from LRSC may result in a grade of "F" recorded on the transcript for all courses enrolled.
  5. Students who are dismissed from a program for not following program requirements and fail to officially withdraw from LRSC may be removed from all program specific courses and are not eligible for tuition refunds.
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**History**



Lake Region State College  
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SECTION 800.16  
GRADING SYSTEM

1. A traditional grading system of using A, B, C, D and F, is used for most credit courses. "A" indicates work of exceptional quality, "B" indicates above average work, "C" indicates average work, "D" indicates work which is unsatisfactory below average but carries credit, and "F" indicates unsatisfactory work carrying no credit. An Incomplete ("I") is given when, for a valid reason, work cannot be completed as scheduled. Some credit courses use an alternative grading system of Satisfactory "S" and Unsatisfactory "U".
2. If a student withdraws from a course before the last ten (10) days of the course, his/her grade is recorded as "W". If a student withdraws from a course within the first ten (10) days of the semester, no recorded "W" will appear on the transcript.
3. If a student withdraws from a course by the Last Day to Add/Drop a Course Without Record, the course will not be recorded on the student's transcript. If a student withdraws from a course by the Last Day to Drop a Course With Record, the grade is recorded as "W".
4. An Incomplete "I" is given when a student is unable to complete a course within the allotted time over which the course is scheduled and arrangements have been made with the instructor before the end of the term.
5. Grade Point Average (GPA) is determined by dividing the total number of honor points earned by the total number of credits hours with honor points. Courses with grades of "W", "I", "P", "S", "U", "AU" and Academic Skills Center (ASC) courses are not included in computing the grade point average.

Quality of work is indicated by grade Honor points are defined calculated as follows:

"A" – 4 honor points per credit hour

"B" – 3 honor points per credit hour

"C" – 2 honor points per credit hour

"D" – 1 honor point per credit hour

"F" – 0 honor points per credit hour

"I" – Incomplete, not included in grade point average

"P" – Satisfactory, not included in grade point average

"S" – Satisfactory, not included in grade point average

"U" – Unsatisfactory, not included in grade point average

"W" – Not included in grade point average

"AU" – Audit, not included in grade point average

6. Grade point average is determined by dividing the total number of honor points earned by the total number of semester hours with honor points. Credit with grades of "W", "I", "P", "S" or "AU" are not included in computing the grade point average. Incomplete grades are computed into the final transcript as carrying no credit hours or honor points.
7. If a student repeats a course, the record of both the original and the repeated course will be retained recorded on the student's record-transcript, but only the honor points earned and credit gained in the last retaking will be used in computing the cumulative grade point average.
8. Students completing twelve (12) semester hours or more with no incompletes and receiving a 4.0 GPA are included on the President's list each semester. Students completing twelve (12) or

~~more semester hours with no incompletes and receiving a GPA of 3.25 or better but not 4.0 are included on the Dean's list each semester.~~

9. GPA types:

- a. Term: calculated using LRSC coursework for a term
  - b. Cumulative: calculated using LRSC coursework plus transfer coursework
  - c. Institutional: calculated using cumulative LRSC coursework
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## History

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"I" – Incomplete, not included in grade point average  
"P" – Satisfactory, not included in grade point average  
"S" – Satisfactory, not included in grade point average  
"U" – Unsatisfactory, not included in grade point average  
"W" – Not included in grade point average  
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5. If a student repeats a course, both the original and the repeated course will be recorded on the student's transcript, but only the honor points earned and credit gained in the last retake will be used in computing the grade point average.
6. GPA types:
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SECTION 800.18

GRADE POINT AVERAGE AND ACADEMIC PROGRESS

1. All students must meet or exceed the following ~~cumulative~~ **institutional** grade point average (GPA) standards to remain a student in good standing:

<del>Period of Enrollment</del>	<del>Credits Attempted</del>	<del>cumulative</del> <b>Institutional</b> GPA	Term GPA
<del>End of first semester</del>	<del>6-19 credit hours</del>	1.50	1.50
<del>End of second semester</del>	<del>20-34 credit hours</del>	1.60	1.50
<del>End of third semester</del>	<del>35-49 credit hours</del>	1.75	1.50
<del>End of fourth semester</del>	<del>50 or more credit hours</del>	2.00	1.50

2. Students who fail to maintain the above minimum ~~cumulative~~ **institutional or term** grade point average will be placed on probation for the following semester of enrollment. A student on probation will generally be restricted to ~~twelve (12)~~ credit hours and will be assisted by an advisor to determine an appropriate schedule of classes. A student who fails to maintain the minimum ~~cumulative grade point average~~ **institutional GPA** for two (~~2~~) consecutive grading periods will be suspended for one semester, subject to student appeal. A student wishing to re-enroll after a period of suspension from ~~this College~~ LRSC or from any institution of higher education must petition for ~~conditional~~ **probational** reinstatement. **Students who have met the institutional GPA requirements but who fail to complete any courses for a semester may be placed on academic warning.**

3. Failure to meet minimum grade point standards may affect financial aid eligibility.

4. Academic Forgiveness Policy

A former student who has not been in attendance at LRSC for four (4) or more years, but who is presently enrolled at LRSC, may request to exclude for GPA calculations all grades earned in selected semesters completed at LRSC prior to the four-year interval.

The following criteria must be met by the student:

- a. The student must be currently enrolled in class(es) at LRSC at the time the request is made.
- b. The student must have completed a minimum of 12 semester hours in one term or in consecutive terms (~~summer sessions excluded~~) with a minimum GPA of 2.25 immediately prior to the request.
- c. A student may exercise this option only once by submitting a written request to the Registrar. All academic work would continue to be shown on the student's transcript, but the entire semester(s) would be ~~removed~~ **excluded** for GPA purposes. None of the credits earned in the excluded semester(s) can be used to satisfy any academic or graduation requirements. Once a semester(s) has been excluded, it can never be reinstated on the student's academic transcript at a later date.

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Credits Attempted	<u>Institutional GPA</u>	<u>Term GPA</u>
6-19 credit hours	1.50	1.50
20-34 credit hours	1.60	1.50
35-49 credit hours	1.75	1.50
50 or more credit hours	2.00	1.50

2. Students who fail to maintain the above minimum institutional or term grade point average will be placed on probation for the following semester of enrollment. A student on probation will generally be restricted to 12 credit hours and will be assisted by an advisor to determine an appropriate schedule of classes. A student who fails to maintain the minimum institutional GPA for two consecutive grading periods will be suspended for one semester, subject to student appeal. A student wishing to re-enroll after a period of suspension from LRSC or from any institution of higher education must petition for probational reinstatement. Students who have met the institutional GPA requirements but who fail to complete any courses for a semester may be placed on academic warning.
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## POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
CHANGE OF STUDENT ENROLLMENT	800	19

REQUESTED ACTION:     CHANGE     ADD     REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached paperwork

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	12/31/2015
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Student Services <i>Stephanie Stock</i>	12/31/2015

### ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED                       REQUEST TABLED FOR FURTHER REVIEW  
Date: \_\_\_\_\_
- REQUEST NOT APPROVED                       REQUEST APPROVED WITH REVISIONS  
Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Doug D. S.</i>	1/7/16

**The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:**

- Faculty Senate President
- Staff Senate President

**Final printed versions of the change will be distributed to the following for placement in paper manuals:**

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SECTION 800.19

~~CHANGE OF REGISTRATION~~ **CHANGE OF STUDENT ENROLLMENT**

Students wishing to make changes in their ~~registration~~ **enrollment** may add or drop classes using Campus Connection consistent with the allowed dates and/or other restrictions. Students who are attempting to make adjustments to their schedule which require overrides or other permission must contact the Registrar's office for assistance. ~~must obtain a Drop/Add form from the Student Affairs Office.~~ An ~~registration~~ **enrollment** change is not official until the student makes the successful change in Campus Connection or presents the Add/Drop form complete with appropriate signatures to Student Services and the change is made. ~~Students desiring to make changes in their registration should do so as early in the semester as possible because tuition and fee adjustments are determined by the date that changes occur.~~ ~~Classes dropped prior to the last date to "drop without record" do not appear on the student's transcript.~~ ~~Classes dropped after the last date to "drop without record" and prior to the "last date to drop" appear as a "W" grade on the student's records.~~ Important dates such as add, drop and withdraw dates are dependent on the length and the nature of the course. These dates and deadlines can be found on the website under Academic Records. Students cannot drop all of their classes using Campus Connection. Students intending to withdraw from LRSC must follow LRSC Policy 800.15. ~~Classes may be added or dropped during the first ten (10) days of classes without the change appearing on the academic record.~~ ~~The last day a class may be added after this date will be determined by the nature of the course and the discretion of the instructor.~~ ~~Classes dropped prior to the last ten days of the semester will receive a "W" which indicates a withdrawal.~~ ~~Classes cannot be dropped or added during the last ten (10) days of the semester.~~

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**History**

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SECTION 800.19

**CHANGE OF STUDENT ENROLLMENT**

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**History**



POLICY AND PROCEDURE MANUAL  
CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
GRADUATION REQUIREMENTS	800	20

REQUESTED ACTION:     CHANGE     ADD     REMOVE

**Text of Requested Change: (Continue on other side or attach a separate document.)**  
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HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	12/31/2015
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Student Services <i>Stephanie Shock</i>	12/31/2015

**ADMINISTRATIVE COUNCIL ACTION:**

- REQUEST APPROVED
- REQUEST TABLED FOR FURTHER REVIEW  
Date: 11/7/16
- REQUEST NOT APPROVED
- REQUEST APPROVED WITH REVISIONS  
Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Doug [Signature]</i>	11/7/16

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- Staff Senate President

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- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

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SECTION 800.20

GRADUATION REQUIREMENTS

1. All candidates for graduation must:
  - a. File an *Intent to Graduate* form from the Registrar in the Student Affairs Office
  - b. Clear all College obligations
  - c. Earn a minimum of fifteen (15) semester hours of credit from Lake Region State College OR Earn the last 15 semester hours of credit from Lake Region State College
  - d. Complete all assessment obligations specific to the degree or certificate
2. Associate in Arts (AA) Degree: An Associate in Arts Degree will be granted to a student who has satisfactorily completed ~~sixty (60)~~ semester hours with a cumulative **an institutional** grade point of 2.0 in an academic curriculum which includes:

Communication Skills (COMM 110 is required)	9 semester hours
Mathematics, Science and Computer Science Minimum of 2 <del>D</del> departments A Lab Science is required	10 semester hours
Health, Physical Education and Recreation	2 semester hours
Social Science Minimum of 2 <del>D</del> departments	9 semester hours
Arts and Humanities Minimum of 2 <del>D</del> departments	9 semester hours

3. Associate in Science (AS) Degree: ~~Consists primarily of diverse, introductory level courses in academic and professional areas with an emphasis in math, science and health science. This degree prepares students for transfer to baccalaureate programs.~~ **An Associate in Science Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:**

<del>Minimum of sixty (60) semester hours</del>	
Communications (COMM 1190 is required)	9 semester hours
Math, Science, and Computer Science Minimum of 2 <del>D</del> departments MATH 103 or higher 8 semester hours of lab science	16 semester hours
Health, Physical Education, and Recreation	2 semester hours
Social Science Minimum of 2 <del>D</del> departments	6 semester hours
Arts/Humanities Minimum of 2 <del>D</del> departments	6 semester hours

4. Associate in Applied Science (AAS) Degree: The candidate for the Associate in Applied Science must complete ~~sixty (60)~~ semester hours (some programs require more) with a cumulative **an institutional** grade point of 2.0 in a prescribed ~~vocational~~ **career and** technical curriculum along with fulfilling the following:

- |                                                                                                                                                                                                                      |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| English 110/111 and one of the following<br>ENGL 120/ <del>121</del> , COMM 110, ENGL 105, <b>BOTE 124</b><br><del>BOTE 214 and ENGL 210</del>                                                                       | 6 semester hours |
| Humanities and/or Social Science<br>Art, Economics, Language, History, Music,<br>Philosophy, Political Science, Psychology,<br>Social Work, Sociology, Theater, Advanced courses<br>in English, Humanities, Spanish. | 6 semester hours |
| Science, Mathematics, and/or Computer Science<br>Biology, Science, Chemistry,<br>Mathematics (other than MATH 100), Physics,<br>Computer Science/Computer Information Systems,<br>Astronomy, Geology.                | 6 semester hours |
| Health, Physical Education and Recreation                                                                                                                                                                            | 2 semester hours |
5. Diploma: The candidate for a Diploma must complete ~~sixty (60)~~ semester hours with a ~~cumulative~~ **an institutional** grade point average of 2.0 in a prescribed ~~vocational-career and~~ technical curriculum.
  6. Certificate: The candidate for a certificate must complete a minimum of 16 semester hours with a ~~cumulative~~ **an institutional** grade point average of 2.0 in a prescribed ~~vocational-career and~~ - technical curriculum.
  7. Certificate of Completion: The certificate of completion is granted to those students who have completed a customized training program, which is less than one semester in length.
  8. **Some programs may have a more rigorous GPA or credit requirement for graduation.**
  9. **Double degrees: To earn two associate degrees, students must meet all requirements for both degrees and an addition 10 semester hours of credit above the minimum from one degree.**

## History

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**SECTION 800.20**

**GRADUATION REQUIREMENTS**

1. All candidates for graduation must:
  - a. File an *Intent to Graduate* form from the Registrar in the Student Affairs Office
  - b. Clear all College obligations
  - c. Earn a minimum of fifteen (15) semester hours of credit from Lake Region State College OR Earn the last 15 semester hours of credit from Lake Region State College
  - d. Complete all assessment obligations specific to the degree or certificate
2. Associate in Arts (AA) Degree: An Associate in Arts Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:

Communication Skills (COMM 110 is required)	9 semester hours
Mathematics, Science and Computer Science Minimum of 2 departments A Lab Science is required	10 semester hours
Health, Physical Education and Recreation	2 semester hours
Social Science Minimum of 2 departments	9 semester hours
Arts and Humanities Minimum of 2 departments	9 semester hours

3. Associate in Science (AS) Degree: An Associate in Science Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:

Communications (COMM 110 is required)	9 semester hours
Math, Science, and Computer Science Minimum of 2 departments MATH 103 or higher 8 semester hours of lab science	16 semester hours
Health, Physical Education, and Recreation	2 semester hours
Social Science Minimum of 2 departments	6 semester hours
Arts/Humanities Minimum of 2 departments	6 semester hours

4. Associate in Applied Science (AAS) Degree: The candidate for the Associate in Applied Science must complete 60 semester hours (some programs require more) with an institutional grade point of 2.0 in a prescribed career and technical curriculum along with fulfilling the following:

English 110/111 and one of the following ENGL 120, COMM 110, ENGL 105, BOTE 124	6 semester hours
Humanities and/or Social Science	6 semester hours

Art, Economics, Language, History, Music,  
Philosophy, Political Science, Psychology,  
Social Work, Sociology, Theater, Advanced courses  
in English, Humanities, Spanish.

Science, Mathematics, and/or Computer Science 6 semester hours

Biology, Science, Chemistry,  
Mathematics (other than MATH 100), Physics,  
Computer Science/Computer Information Systems,  
Astronomy, Geology.

Health, Physical Education and Recreation 2 semester hours

5. Diploma: The candidate for a Diploma must complete 60 semester hours with an institutional grade point average of 2.0 in a prescribed career and technical curriculum.
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**SECTION 800.22**

**STUDENT GOVERNMENT**

1. **The Student Senate is the governing body for students at LRSC.**
  2. Purpose:
    - a. ~~The Student government~~ **Senate** provides for student involvement in College decisions and for communication **and acts as an intermediary** between College administration and students.
    - b. ~~Student government provides for supervision of student activity funds~~ **Senate administers the distribution of the student activity fees and is responsible for informing the student body of the distribution of such funds. Information about fee distribution will be available during the fall and spring semesters.**
    - c. **LRSC Student Senate serves as the coordinating body for student activities.**
    - d. ~~Student government provides for programs that meet the needs of the students in the areas of education, culture, social activity and student welfare. The Lake Region State College Student Senate is the governing body for students at the College. The purpose of this organization is to coordinate activities of student groups at the College, to act as an intermediary between students and administration and to accurately inform the student body of the distribution of the student activity fee. Information fee distribution will be available during the fall and spring semesters.~~
  3. ~~Student Activity Cards: The Lake Region State College I.D. card serves as an activity ticket for Lake Region State College student activities.~~
  4. ~~The updated Student Senate Bylaws~~ **Constitution are can be found in Chapter 14: Internal and Affiliated External Organizations. Policy 1400.03.**
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**History**

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**SECTION 800.22**

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  2. Purpose:
    - a. The Student Senate provides communication and acts as an intermediary between administration and students.
    - b. Student Senate administers the distribution of the student activity fees and is responsible for informing the student body of the distribution of such funds. Information about fee distribution will be available during the fall and spring semesters.
    - c. LRSC Student Senate serves as the coordinating body for student activities.
  3. The Student Senate Constitution can be found in Policy 1400.03.
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**History**



SECTION 800.23

STUDENT **CLUBS** AND ORGANIZATIONS

- ~~1. All organizations on campus must have an advisor from the College staff.~~
- ~~2. All organizations on campus must have the approval of the Student Senate and the appropriate administrator before campus facilities can be used for meeting purposes.~~
- ~~3. If an organization is sending a faculty member on a trip, it is expected to pay regular reimbursement rates for expenses as would be paid on an official trip.~~
- ~~4. Faculty members should not be expected to subsidize organizations by providing free transportation, etc.~~
- ~~5. The advisor to the group should direct it to request funds from the Student Senate in a sufficient amount to cover costs or should conduct fund-raising projects to raise needed funds. Fund-raising projects require approval of the President.~~

1. **LRSC Student Clubs**

- a. All clubs on campus must have the approval of the Student Senate and the college administration before campus facilities can be used for meeting purposes and to be eligible to receive Campus Activity Board (CAB) funds.
- b. Student clubs must present a copy of their bylaws and a list of executive officers to the Student Senate before receiving approval and recognition as a student club.
- c. All clubs on campus must have an advisor who is a faculty or staff member at Lake Region State College.
- d. If an advisor is accompanying a student club on a college approved trip, the advisor is deemed to be acting in official college capacity and reimbursements will be paid by the club unless other funds are preapproved.
- e. Advisors are not expected to subsidize organizations by providing free transportation, meals, etc.
- f. The advisor will assist the club in requesting funds from the Student Senate in a sufficient amount to cover costs or should conduct fundraising projects to raise needed funds. Fundraising projects that involve direct solicitation from individuals or business must be coordinated with the Director of Community College Foundation.

2. **LRSC Student Organizations**

- a. All organizations on campus must have the approval college administration.
  - b. All organizations on campus are assigned an advisor by the college administration.
  - c. If an advisor is accompanying a student organization on a college approved trip, the advisor is deemed to be acting in official college capacity and reimbursements will be paid by the club unless other funds are preapproved.
  - d. Advisors are not expected to subsidize organizations by providing free transportation, meals, etc.
  - e. The advisor will assist the organization in requesting funds from the Student Senate in a sufficient amount to cover costs or should conduct fundraising projects to raise needed funds. Fundraising projects that involve direct solicitation from individuals or business must be coordinated with the Director of Community College Foundation.
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## ~~SECTION 800.25~~

### ~~USE OF COLLEGE FACILITIES~~

- ~~1. Campus and off-campus organizations may arrange for meetings in the Colonial Room adjacent to the Dining Room. See Chapter 10.6 "Stuiness Chautauqua Gallery, Heritage hall Conference Room and Colonial Room Use and Rental" for proper procedure.~~
- ~~2. Student and student organizations are permitted to use college facilities for recreation and to further their educational process. Usage policies and procedures must be followed to ensure equal opportunity, orderly use of facilities and security.~~
- ~~3. Reserving Space: Groups wishing to use college classroom space must be scheduled with the Administrative Assistant to the Vice President of Academic and Student Affairs. For other college space, obtain permission from the President's Office. All activities must be scheduled on the official College Master Schedule located in the President's Office and under the control of the Administrative Assistant.~~

Recommend move to LRSC Policy 1000.02



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SECTION 800.26

~~LOWER DECK RECREATION ROOM~~ **THE DEN**

- ~~1. The primary purpose of the Lower Deck~~ **The Den is a recreational facility** for student use. Students, ~~faculty, staff and their families~~ will be given first priority for use of ~~the Lower Deck~~ **The Den**. ~~This facility is administered and funded by the Student Senate.~~
  - 2. Generally, The Den is not reserved for a student club, organization or any other group if other students will be excluded or restricted from use.**
  - 3. Student clubs or organizations may use The Den for events or meetings but the doors must remain open and no student may be excluded while the student club or organization is using The Den.**
  - ~~4. Requests for use of the Lower Deck~~ **The Den**, which fall outside of the established recreation room usage, must be submitted to the Student Senate for approval at least two ~~(2)~~ weeks prior to the date requested.
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SECTION 800.26

**THE DEN**

- 1. The Den is a recreational facility for student use. Students will be given first priority for use of The Den.**
  - 2. Generally, The Den is not reserved for a student club, organization or any other group if other students will be excluded or restricted from use.**
  - 3. Student clubs or organizations may use The Den for events or meetings but the doors must remain open and no student may be excluded while the student club or organization is using The Den.**
  - 4. Requests for use of The Den, which fall outside of the established recreation room usage, must be submitted to the Student Senate for approval at least two weeks prior to the date requested.**
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**History**