

Approved on 1/23/2019

## Administrative Council Meeting Minutes

Thursday, January 10, 2019

President's Office **9:00 a.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

Corry Kenner- Vice President for Administrative Affairs

### **NON-VOTING MEMBERS PRESENT**

Randy Fixen-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 9:01 a.m.

### **b) Review of December 18, 2018 Minutes**

i) The minutes of the previous meeting were reviewed and approved.

## **2) OLD BUSINESS**

### **a) House Appropriations Committee Hearing January 15<sup>th</sup> at 3:45p (President)**

i) President Darling discussed preparations of the House Appropriations Committee presentation. It should be complete by Monday.

## **3) NEW BUSINESS**

### **a) Draft Policy Student Leave (tabled 12/18/18) (Academic/Student Affairs)**

i) VP Halvorson discussed the changes recommended by Financial Aid Director Nettell. She suggested changing it to read the following after the (;) in 8.d. "*as such the student must begin progress to satisfy the course or program requirement.*" (policy attached)

### **b) Room and Board Rates for FY20 (Administrative Affairs)**

i) VP Kenner explained that LRSC Double Room and Single Room charges are each third least expensive in their categories in the NDUS this year. He will be coming to the next Council meeting with proposed increases in each category. Meal plan rates were also discussed. The LRSC 18-meal Gold Plan is the least expensive and the LRSC 10-meal Silver Plan is the third least expensive in the NDUS. He discussed the difficulty in comparing meal plans to other institutions and stated he needs to analyze the meal plan more to determine a proposed FY20 increase for the next Council meeting.

### **c) Tuition and Fee Rates for FY20 (Administrative Affairs)**

i) The "LRSC Tuition Model effective Fall 2019 – Revised 4-26-18" document is the model that was proposed by LRSC and approved by the SBHE. We began charging the ND Resident tuition rate to all Canadian students in Fall 2018. The rest of the Tuition Model will be effective Fall 2019. The major change for LRSC will be the switch to five Program fees and eliminating nearly all of the Course fees.

### **d) GF Nursing Office and Classroom Furniture (Academic/Student Affairs)**

i) VP Halvorson, HR Manager Lillehaugen, and Director Clementich visited the GF site to meet with Hannahers to work-out a bid to upgrade the furnishings at the GF nursing site. Council approved the use of the remaining \$27,900 (of the \$29,900 originally budgeted for furnishing the Mayville/GF nursing sites) for the upgrade. Only \$2,000 of the original budget was needed to furnish the Mayville nursing site.

e) **Updates**

- i) Council discussed ideas for the next Master Plan like remodeling the Student Service wing to create office and classroom suites.
- ii) VP Halvorson requested and received permission to move Academic Affairs Director Nelson to the office next to the Welcome Center (Mothers Room) and Housing Director Dunbar into her space in Student Services. He suggested moving the mother's room to the empty adjunct instructor's office near Randy Fixen in the science wing.
- iii) Council also discussed preventively snaking the sewer system periodically, especially prior to NESC In-service on January 20<sup>th</sup>.

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be: W-Jan 23@1:30p, M-Feb 4@1:30p, W-Feb 27@1:30p, F-March 22@9:00a, W-April 3@9:00a

b) **Adjournment**

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

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Attendance Policy	800	14

REQUESTED ACTION:  CHANGE  ADD  REMOVE


Text of Requested Change: (continue on other side or attach a separate document)
Attached is suggested edits to the student attendance policy that puts information about student absences in one place (4 through 7). Number 8 is added to make sure the "hardship" leave of absence portion covers all of the bases that the Department of Education requires of the institution. If council approves, I will put it on the agenda for Faculty Senate to consider and approve as is or with recommended edits or amendments.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Academic Affairs	12/8/18/2018
SIGNATURE & TITLE OF SUBMITTER	DATE

**ADMINISTRATIVE COUNCIL ACTION:**

- REQUEST APPROVED 1/10/19       REQUEST TABLED FOR FURTHER REIEW  
 Date: 12/18/18
- REQUEST NOT APPROVED       REQUEST APPROVED WITH REVISIONS  
 See Attachment

LRSC PRESIDENT'S SIGNATURE	DATE
	1/10/19

**Official Original Copy of Change Request will be filed in the President's Office Master File under 303.2 Policies/Procedures and distributed to:**

- 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 Affairs
- Student Affairs
- Webmaster for upload to the website

SECTION 800.14  
ATTENDANCE POLICY

1. Regular attendance is expected of Lake Region State College students. Instructors are responsible to explain the attendance policy and how it applies to their course. When absence from class becomes necessary, it is the responsibility of the student to contact the instructor (prior to the absence whenever possible) to request an absence. The student is responsible for mastery of material and completion of assignments missed as failure to do so may affect the grade of the student regardless of the reason for the absence. Students who have not attended class during the first seven days of the session may be administratively dropped from the course by the institution. Nonattendance is defined by failure to attend a campus course(s) at least once or failure to participate in an online class(s) or engage in an academically related activity. Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by a student.
2. When the number of hours exceeds double the credit hours for a course by the last day to drop the courses with record, students may be administratively dropped at the request of the instructor. Students who fail to attend and have not been administratively dropped will receive a grade of "F" in the course.
3. A student who has been administratively dropped has the right to appeal the action. An appeal for re-admittance from a student dropped for excessive absences must be presented in written form within five days of the student's notification from the Registrar. The LRSC academic appeals procedure (800.31) will be followed.
4. Some programs may have a more rigorous attendance requirement that is defined in the program's student handbook or policy manual. The attendance policies explained here are applicable to all students, however, failure to be in attendance even when the absence is excused, may affect the student's eligibility to take specific tests, participate in certain aspects of the program, or obtain necessary certification in a specific skill or task.
5. Specific accommodations and excused absence protocol for students who are pregnant or parenting is outlined in the LRSC Pregnant and Parenting Policy (1500.09.01).
6. Excused absences to attend treatment, counseling, or obtain necessary care (including medical care) may also be outlined in an approved accommodation plan by the Disability Services Coordinator pursuant to Policy 800.34.
7. A student in any branch of the United States military who is called to active duty has specific rights as they relate to absences (and exceptions to their financial responsibility) under SBHE Policy 510.
8. Academic Leave of Absence: The Vice President for Academic and Student Affairs may grant an academic leave of absence when made aware that a specific hardship exists, provided:
  - a. The student provides, in advance, a written, signed, and dated request that provides the reasons for the request. If exigent circumstances exist that prevent advance notice, the leave of absence may be approved and the written request collected at a later date.
  - b. There is a reasonable expectation that the student will return to school (return may include attending online in lieu of on campus).
  - c. The leave of absence will not involve additional charges by the institution.



- d. The total number of approved leave of absence days will not exceed 180 in any twelve-month period (the twelve-month period begins on the first day of the student's absence); as such, the student must return to begin progress to satisfy their course/program requirement within this time.
- e. LRSC explains to the student (if they are a Title IV, HEA program loan recipient), prior to granting the leave of absence, the effects that failure to return may have on the loan repayment terms, including the exhaustion of some or all of the student's grace period.
- f. The institution can identify/verify the hardship and obtain information and guidance from faculty and staff, student support services, the registrar, and/or others with relevant information regarding the student, their current academic progress, and their likelihood of academic success.

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#### **History**

Administrative Council Approved 12/21/15

Administrative Council Approved (4) 06/27/16

Administrative Council Approved (1,2) 11/07/16

Administrative Council Approved (4-8) 12/18/2018