

Approved on 10/14/2019

Administrative Council Meeting Minutes

Wednesday, October 2, 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

Dr. Jason Fewell-Faculty Senate Representative

Jennifer Wignall-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:02 a.m.

b) Review of September 16, 2019 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

i) CCF Executive Director, Elonda Nord, is still working on fundraising. The bids for dirt work are due today. We can give authority to proceed with dirt work, however we want to make sure we have dimensions all worked out before starting dirt work. No formal ground breaking will take place until Spring. We will also need to be proactive on planning equipment placement on campus when it comes time to move from the current property.

3) NEW BUSINESS

a) Auditorium Mics (President)

i) Theatre Director, April Hubbard, has requested more microphones. We currently have nine controllable microphones. We need nine more to make sure everyone would have one during productions. The cost of adding those additional would be \$16,150. Council agreed to add the additional microphones. President Darling will let IT Director, Gary Haugland, know this is approved.

b) IT Router (President)

i) Current router is not maintaining speed with large number of people on campus. Ordering and installing a new router would cost about \$16,000. To have our internet speeds where they should be this is a necessary purchase and council has agreed to approve the funding.

c) Strategic Plan (President)

i) Council will sit down soon and dedicate a few hours to look at our strategic plan. VP Halvorson would like other key individuals involved in the planning to be part of the meeting, council members all agree that is a good plan. Recorder Jen Wignall will look at dates available for all necessary personnel to attend and suggest dates and times via calendar invite.

d) 400.25 Tobacco Free Campus (Academic/Student Affairs)

i) Policy currently has outdated language and links to incorrect locations on the website. VP Halvorson and HR Director Sandi Lillehaugen rewrote the policy. In addition to the prohibition for smoking and tobacco use on LRSC property a ban on vaping and e-cigarettes was added. The punishment section was removed allowing for violations to be handled under either the Student Conduct Policy or the Code of Conduct policy for

employees. The policy title will be changed from Tobacco Free Campus to “Smoke Free/Tobacco Free Campus”. (*Policy Attached below*)

- e) **400.35 Salary Administrative** (Academic/Student Affairs)
 - i) Minor edit under 9D. Instead of using student numbers from census date, the Faculty Senate voted to use the student numbers from the first Friday of the term. All members of council agreed and approved the change. (*Policy Attached below*)
- f) **800.30 Student Conduct** (Academic/Student Affairs)
 - i) The Student Conduct Policy now includes, as minor misconduct, violations of the “Smoke Free/Tobacco Free Campus”. (*Policy Attached below*)
- g) **Music Room** (Academic/Student Affairs)
 - i) There have been recent requests to use the music room. The room is currently holding storage items. Trio Director, Cathleen Ruch, has started a music group on campus and it would be a great space for this. VP Kenner said Physical Plant Director, Chad Estenson, is working with Theatre Director, April Hubbard and Director Ruch on space options. Council will tour the music room and other underutilized spaces after the meeting and work on a solution.
- h) **Sim Tech Enrollment** (Academic/Student Affairs)
 - i) RAFO has not sent any new students this year. We currently have ten sophomores from Oman, ten freshmen and five Saudi Airlines sophomores. Our enrollment will be essentially cut in half if RAFO does not send any new students next fall. This would be a large revenue cut. VP Halvorson will talk with International Student Advisor, Kristi Hernandez and see if she has had any further contact with our liaison from RAFO.
- i) **Staff Senate Budget Increase** (Administrative Affairs)
 - i) Currently Staff Senate has a \$3,000 per year budget, this has not changed for many years. The Staff Senate has asked to have a budget increase of \$2,000 per year. Council has agreed to increase the budget, using Thelin funds to \$5,000 per year.
- j) **Food Services Position** (Administrative Affairs)
 - i) Council has approved filling the full time food service position open due to the resignation of Danielle Lange.
- k) **Dissertation Email** (Administrative Affairs)
 - i) A student in NDSU’s Education Doctoral Program has asked for permission to conduct a survey of the category 3000 Band of NDUS employees to collect data regarding the employee’s “need to matter.” The student is requesting assistance from the NDUS Human Resource Council (HRC) on the proper process to follow. The HRC expects to be able to preview the survey questions and request changes if necessary. Council will require the LRSC IRB committee approve the request before any interviews are conducted.
- l) **Measles Information** (Administrative Affairs)
 - i) NDUS would like to send measles information out to everyone along with information on how to request your immunization records. They would like to make people more aware with the growing number of measles outbreaks. The NDUS is working on a system wide procedure to follow should an outbreak occur.

ADJOURNMENT

- ii) The meeting was adjourned 10:10 a.m.
- m) **Upcoming Scheduled Council Meetings**
 - i) The next meeting of the Administrative Council will be: M-Oct 14@1:30p, W-Nov 6@9am, M-Nov 18@1:30p, M-Dec 2@1:30p



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Tobacco Free Campus	400	25

REQUESTED ACTION: CHANGE ADD REMOVE

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

Remove current policy 400.25 (Tobacco Free Campus) and replace it with the proposed policy 400.25 (Smoke Free Campus). Changes were made to address outdated information and insure compliance with reporting and education obligations for the Department of Education.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Academic & Student Affairs	9/24/19
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen <small>Digitally signed by Sandi Lillehaugen Date: 2019.09.24 15:02:47 -05'00'</small>	9/24/19

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST TABLED FOR FURTHER REVIEW
Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
Date: 10/2/19

LRSC PRESIDENT'S SIGNATURE	DATE
	10/2/19

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

Current Policy

SECTION 400.25
TOBACCO FREE CAMPUS

Lake Region State College provides an atmosphere conducive to physical and mental well-being. Based on a fact shared in the 2006 U.S. Surgeon General's Report, there is no safe level of exposure to secondhand smoke. Inhaling secondhand smoke even for a short time can be harmful and set processes in motion such as cancer, heart disease, or respiratory conditions. To support this atmosphere, LRSC is a tobacco free campus. This policy applies to all employees, students, visitors, and contractors. The policy also applies to external individuals or companies renting space from LRSC and should be reflected in all agreements/contracts with such individuals or companies.

For purpose of this policy, tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product.

Smoking and the use of chewing tobacco are prohibited anywhere in LRSC buildings, on LRSC property, and /or LRSC rented property by employees, students, and visitors. Information regarding a tobacco cessation program or other options is available through the NDPERS Wellness Programs website: <http://www.bcbsnd.com/ehealth/ndpersquit>.

Information regarding tobacco prevention is available through the North Dakota Department of Health and the Lake Region Tobacco Free Coalition websites: <http://www.ndhealth.gov/tobacco>
<http://www.breathend.com/publichealthunits/lake-region-district-health-unit>.

Responsibility/Enforcement: Supervisors are responsible for ensuring that employees, students, visitors, and, where applicable, contractors are made aware of this policy and that they comply with its requirements. Non-compliance with this policy may result in disciplinary action being taken through normal disciplinary procedures.

For disciplinary actions for staff, please see the North Dakota University System Human Resource Policy 25: Job Discipline/Dismissal: <http://www.ndus.edu/makers/procedures/hr/?SID=44&re=d>.

For Faculty, normal disciplinary actions will be taken which could include nonrenewal, termination, or dismissal; see State Board of Higher Education Policy 605.3: <http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=55&SID=7>.

For Students, formal disciplinary procedures will go through the Student Affairs Office. Such actions may include verbal reprimands, written reprimands, and official citations. Students who violate the LRSC Tobacco Free Policy will be subject to the following processes and sanctions:

1. An LRSC official, faculty member, or student who observes a student who is in violation of the Tobacco Free Policy (seen smoking or chewing/disposing of tobacco on campus property) should report that violation to the Director of Student Services. The following sequence of sanctions and actions will generally be taken as a result of such a report:

- a. A first reported violation of the Tobacco Policy will result in a personal consultation with the student by the Director of Student Services, informing the student of the LRSC Tobacco Policy. Educational and Quit Smoking information will be shared with the student at that time.
- b. If the same student is reported a second time, the Director of Student Services will issue a formal, written reprimand should the information indicate a disregard for the Tobacco policy. The personal consultation will also include a referral to the Ramsey County Tobacco Prevention Specialist for possible tobacco cessation counseling and further education.
- c. A third report of violation of the LRSC Tobacco Policy will result in a written reprimand and a fine, not to exceed \$75.
- d. Any additional reported violations will result in a formal disciplinary process under the provisions of the LRSC Code of Student Conduct and may include sanctions ranging from additional fines, conduct probation, and suspension.

Current smoke-free signs on campus will be replaced with similar, tobacco-free/smoke-free signs. This policy and explanation will be printed in LRSC-approved publications, including the catalog, the orientation book for new students in the Student Affairs section, in the Campus Policy and Procedure Manual, and other publications as deemed necessary. Information regarding the Tobacco-free Campus Policy will be included in formal and informal orientations for new students and employees. This policy will be sent out as a reminder through campus announcements at the beginning of each semester/term. Organizers of events are responsible for communicating this policy to attendees.

The Tobacco Free Policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Lake Region State College or designee.

History

Administrative Council Approved 01/11/10

Administrative Council Approved Updates 07/07/15

Proposed policy

SECTION 400.25
SMOKE FREE CAMPUS

For purpose of this policy, smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

Smoking is prohibited on all property owned or leased by Lake Region State College, including buildings, residence halls, apartments, and enclosed structures. Smoking is prohibited in state-owned or leased vehicles and motorized equipment.

Supervisors are responsible for ensuring that employees, students, visitors, and, where applicable, contractors are made aware of this policy and that they comply with its requirements.

Violations of this policy by faculty and staff constitutes a violation of the LRSC policy 1500.05 (Code of Conduct). Violations by students constitutes minor misconduct under the LRSC policy 800.30 (Student Conduct).

The Smoke Free Policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Lake Region State College or designee.

Information regarding tobacco prevention is available through the following websites:

<http://www.ndhealth.gov/tobacco>

<http://www.ndquits.com>

<http://www.breathend.com>

History

Administrative Council Approved 01/11/10

Administrative Council Approved Updates 07/07/15

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

SECTION 400.25
SMOKE FREE/TOBACCO FREE CAMPUS

For purpose of this policy, smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral tobacco product for the purpose of circumventing the prohibition of smoking in this policy.

Smoking is prohibited on all property owned or leased by Lake Region State College, including buildings, residence halls, apartments, and enclosed structures. Smoking is prohibited in state-owned or leased vehicles and motorized equipment.

Supervisors are responsible for ensuring that employees, students, visitors, and, where applicable, contractors are made aware of this policy and that they comply with its requirements.

Violations of this policy by faculty and staff constitutes a violation of the LRSC policy 1500.05 (Code of Conduct). Violations by students constitutes minor misconduct under the LRSC policy 800.30 (Student Conduct).

The Smoke Free Policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Lake Region State College or designee.

Information regarding tobacco prevention is available through the following websites:

<http://www.ndhealth.gov/tobacco>

<http://www.ndquits.com>

<http://www.breathend.com>

History

Administrative Council Approved 01/11/10

Administrative Council Approved Updates 07/07/15

New policy with
revisions.



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Salary Administration	400	35

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Text of the requested change is attached. The Faculty Senate has approved the policy change.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Academic Affairs	10/2/2019
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Academic Affairs	10/2/2019

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST TABLED FOR FURTHER REIEW
Date: _____
- REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
	10/2/19

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
Policy and Procedure Manual**

SECTION 400.35
SALARY ADMINISTRATION

The primary purpose of salary administration at Lake Region State college is to attract and retain well-qualified individuals who can best contribute to the college's stated mission and strategic plan. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively.

1. To provide the college with the ability to use its resources most effectively, salary administration aims to:
 - a. Acknowledge the basic financial needs of all employees.
 - b. Be responsive to market influences
 - c. Strive for internal equity.
 - d. Recognize and reward outstanding performance.
 - e. Retain employees to limit the financial and other (hidden) costs of turnover.
2. Salaries are set and salaries are increased, to ensure fairness based on the following:
 - a. Job Classification
 - b. Cost of living
 - c. Merit
 - d. Equity (internal and external)
 - e. Market
 - f. Salary Compression
 - g. Degree completion
 - h. Workload and responsibility changes
 - i. Work experience (external and internal)
 - j. Promotions
 - k. Successful completion of a probationary period (applies to staff only)
 - l. Interim and acting appointments
- I. Procedures
 1. The President, in consultation with the Administrative Council, Human Resources Director, the Faculty Senate, and the Staff Senate shall determine how to apportion funds available for compensation.
 2. When budgets allow, monies for staff and faculty degree completion, rank promotion, and changes in category will be separate from the regular salary percentage as defined by the legislature. Should the President decide that budget priorities will not allow the funds to be found separately, the President shall notify both the Faculty and Staff Senates.
 3. When budgets allow, faculty and staff earning the following degrees will be awarded a base salary adjustment. If the new degree is received after January 1 but before July 1, the salary

change would be effective as of July 1. If the new degree is awarded after July 1 and before December 31, the increase would be effective January 1.

- a. Bachelor's Degree - \$2,000 added to current contract base
 - b. Master's Degree - \$2,000 added to current contract base
 - c. Doctoral Degree - \$3,000 added to current contract base
4. Staff salary adjustments for all employees demonstrating continuous job improvement will be determined by the President. Staff salaries will be initially set based on, but not limited to, related work experience, LRSC or NDUS years of service, and local and/or regional market equity. Salary decisions for staff members will be made in accordance with Policy 5 of the North Dakota University System Human Resource Policy Manual.
 5. Incoming Faculty Senate members may bring in a maximum of 20 years of teaching and working experience into the faculty salary schedule, regardless of degree. Previous part-time instruction may be converted from a credit hour total to a yearly equivalent on a prorated basis, with 30 credits equal to one full year. Credit calculations of .5 and higher (15 credits or more) will be rounded to one full year.
 6. When a Faculty Senate member changes category, a salary adjustment will be made to raise the salary to the minimum of the new category plus \$500. A Faculty Senate member in the final category shall be awarded \$500 after each additional 5 years.
 7. When an eligible member of the Faculty Senate is granted a rank change, the following salary adjustments will be made to the following years' contract:
 - a. Assistant Professor - \$500
 - b. Associate Professor - \$1,000
 - c. Professor - \$1,500
 8. Unless otherwise directed by the President, and when budgets allow, funds will be distributed in the following order:
$$\text{Present Salary} + \text{Category Change} + \text{Degree Change} + \text{Rank Promotion} \\ \times \text{Percentage Raise} = \text{Next Year's Salary.}$$
 9. Part-time, overload, and/or off contract faculty compensation:
 - a. \$590 per credit: Faculty Senate members in Category I-II and part-time faculty having taught less than 54 credits for LRSC
 - b. \$630 per credit: Faculty Senate members in Categories III-V and part-time faculty having taught greater than 54 credits for LRSC
 - c. \$690 per credit: Faculty Senate members in Categories VI-IX and benefitted adjuncts.
 - d. \$150 per credit/per student for low enrollment courses with three or fewer students on census date **as of the first Friday of the term.**
 - e. Online: \$225 per student for each student up to 14 students.
 10. Faculty full-time load is thirty (30) credit hours per academic year. The limit to overload will be no more than six (6) credit hours per semester unless written approval is provided by the VP for Academic Affairs. All lab and shop hours will be weighted equally for credit load. Science labs will count 1.5 credits for overload compensation.

11. The President may approve the hire of benefitted adjunct faculty as deemed necessary. In addition to instructing at least 18 semester credits per fiscal year, benefitted adjunct faculty may be required to attend faculty meetings, graduation ceremonies, and serve on college and faculty committees.
12. The VP for Academic Affairs may authorize reasonable compensation for full and part time faculty for work performed outside the scope of their contract, for work that creates an undue burden, or to achieve equity in instructional responsibilities.
13. Prior to the end of the spring semester, the Faculty Welfare Committee, with the assistance of the HR Director, shall present each faculty member with information regarding their anticipated salary for the following years' contract. This information must include degree completions, rank and category changes, and the percent increase (if known).
14. Prior to the start of the fiscal year, the HR Director shall provide each benefitted member of the staff with a Staff Appointment Letter that shows the staff member's next fiscal year salary and any change in job responsibilities or title.
15. When contracts are sent to faculty prior to June 20th, they are due back within thirty days or the position may be declared vacant in accordance with LRSC Policy 700.19. When contracts are sent to faculty between June 20th and June 30th, they must be returned by July 20th as required by SBHE Policy.
16. Staff and faculty who believe their salary has been calculated in error must notify the HR Director who will work with the division Vice President to review the calculation and advance a recommendation to the President.

II. Faculty Senate Salary Schedule (Full-time, 9 Month Contracts)

Category	Range	Increment	9-Month Contract
Faculty I \$37,000-\$43,500	\$6,500	N/A	Vocational Certificate, AA, AAS, BA, MA
Faculty II \$40,250-\$47,000	\$6,750	\$3,250	9 years Teaching/Working (T-W) Experience BA and 6 years T-W MA and 2 years T-W PhD with No Experience
Faculty III	\$7,000	\$3,500	14 years Teaching/Working (T-W) Experience

\$43,750-\$50,750			BA and 11 years T-W MA and 7 years T-W PhD and 5 years T-W
Faculty IV \$47,500-\$54,750	\$7,250	\$3,750	19 years Teaching/Working (T-W) Experience BA and 16 years T-W MA and 12 years T-W PhD and 10 years T-W
Faculty V \$51,500-\$59,000	\$7,500	\$4,000	24 years Teaching/Working (T-W) Experience BA and 21 years T-W MA and 17 years T-W PhD and 15 years T-W
Faculty VI \$55,750-\$63,500	\$7,750	\$4,250	29 years Teaching/Working (T-W) Experience BA and 26 years T-W MA and 22 years T-W PhD and 20 years T-W
Faculty VII \$60,250-\$68,250	\$8,000	\$4,500	34 years Teaching/Working (T-W) Experience BA and 31 years T-W MA and 27 years T-W PhD and 25 years T-W
Faculty VIII \$65,000-\$73,250	\$8,250	\$4,750	39 years Teaching/Working (T-W) Experience BA and 36 years T-W MA and 32 years T-W PhD and 30 years T-W
Faculty IX \$70,000 –	\$8,500	\$5,000	44 years Teaching/Working (T-W) Experience BA and 41 years T-W MA and 37 years T-W

			PhD and 35 years T-W
--	--	--	----------------------

History

Administrative Council Approved 08/31/99
Administrative Council Approved 01/25/00
Administrative Council Approved 04/24/00
Administrative Council Approved 08/16/02
Administrative Council Approved 08/27/04
Administrative Council Approved 07/25/05
Administrative Council Approved 06/14/07
Administrative Council Approved 06/05/07
Administrative Council Approved 06/28/11
Administrative Council Approved 02/05/14
Administrative Council Approved 03/10/14
Administrative Council Approved 12/24/14
Administrative Council Approved 05/11/15
Administrative Council Approved 05/28/19



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
STUDENT CONDUCT	800	30

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Change to #2. vi. make tobacco use on LRSC property a minor misconduct. This removed the penalties from the Smoke Free/Tobacco Free Campus policy and puts it into the conduct policies for employees and students.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Administrative Affairs	10/2/2019
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen Digitally signed by Sandi Lillehaugen Date: 2019.10.02 14:54:40 -05'00'	10/2/2019

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
 REQUEST TABLED FOR FURTHER REVIEW
 Date: _____
- REQUEST NOT APPROVED
 REQUEST APPROVED WITH REVISIONS
 Date: 10/2/19

LRSC PRESIDENT'S SIGNATURE	DATE
	10/2/19

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
Policy and Procedure Manual**

**SECTION 800.30
STUDENT CONDUCT**

Students are expected to obey local, state and federal laws, to show respect for properly constituted authority, to meet contractual obligations, to maintain academic integrity in scholastic work and to observe standards of conduct appropriate for an institution of higher learning. Students are expected to be responsible for their actions, whether acting individually or in groups. Failure to meet acceptable standards of conduct may result in disciplinary action, suspension or expulsion. The College will ensure due process and define routes of appeal. These policies apply to the conduct of all students, student organizations, teams and clubs. They also apply when off campus in connection with internships, academic activities and any activity sponsored or authorized by Lake Region State College. Lake Region State College will also hold students accountable for behavior that occurs off campus when an offense threatens the safety or security of any individual or institution.

1. **Scholastic Dishonesty: Academic Integrity** is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. It is the guide for the “pursuit of knowledge and understanding within a community of inquiry” (American University).

The following are examples of academic dishonesty:

- a. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
 - Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam
 - Looking at another student’s test during an exam or allowing another student to look at your exam
 - Copying from another student’s test or homework assignment with or without the other student’s permission
 - Working with another student on a test or an assignment without authorization
 - Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computer) to obtain answers or information for a test
 - Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
 - Sharing answers for an assignment
- b. Plagiarism is using someone else’s work in part or whole and passing it off as the student’s own whether intentionally or not intentionally.
 - Using exact words or phrases without citing the source
 - Buying a paper from an online source or a person
 - Using a paper someone else has done either for you specifically or for another class
 - Without documenting the source, modifying the information or combining the information from more than one source to make it appear original
- c. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit.

- d. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
 - Citing a statistic from a source without being sure if the numbers are correct
 - Combining sources but claiming only one of the sources
 - Forging of signatures on any form requiring another person's verification
 - Misrepresenting situations such as
 - claiming a member was present on a group project when he or she was absent or left early
 - claiming you handed in work, implying the teacher lost it or the LMS didn't accept it
 - claiming a family event, illness, emergency or funeral when, in fact, there is none

Consequences

Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student's grade. Situations may differ in severity and consequences as determined by individual instructors.

If a student has an academic grievance, the grievance must be submitted in writing by following the appeals procedure found in policy 800.31.

- 2. Safe Campus: Lake Region State College strives to provide an environment free of all forms of abuse, criminal activity and intimidation.
 - a. Minor Misconduct: Disciplinary action may be taken against a student who:
 - i. Violates city ordinances or state or federal laws
 - ii. Possesses or uses fireworks on College property
 - iii. Has conduct that interferes with the operations of the College
 - iv. Takes or causes minor damages, to the property of another
 - v. Engages in disorderly behavior, harassment, bullying or any other type of activity that adversely affects another. This could include disruptive activity including verbal abuse of others or the use of profane or vulgar language. This could occur using electronic formats, including, but not limited to, telephone, texting, email, computer, or online social media harassment.
 - vi. Violates the LRSC [Smoke Free/Tobacco Free Campus \(400.25 and the LRSC Alcohol and Other Drugs policy \(1500.15\) regarding tobacco use and the possession or consumption of alcohol and/or marijuana](#)
 - vii. Misuses a student identification card
 - viii. Falsifies any document including transcripts, receipts, identification, etc. or withholds or falsifies information on an application form or to any college official
 - ix. Possesses and/or uses unauthorized keys or otherwise trespasses on College property, including vehicles, rooms or apartments
 - x. Tampers with fire alarms, fire extinguishers, automatic external defibrillators (AED), security cameras or other safety related devices
 - xi. Violates the LRSC Computer Use Policy/agreement (900.09.01)
 - xii. Conspires, facilitates or otherwise assists another who engages in any action that constitutes minor misconduct

- b. **Major Misconduct:** Major misconduct is any behavior or violation that may result in suspension, or expulsion from Lake Region State College. Disciplinary action may be taken against a student who:
- i. Commits two (2) or more minor misconduct violations
 - ii. Violates the Sexual Misconduct/Title IX Compliance Policy (1500.09)
 - iii. Violates the Harassment Policy (1500.08)
 - iv. Assaults or engages in intimidating behavior: Uses physical force, inflicts bodily injury or threatens another
 - v. Intentionally or recklessly terrorizes or places another in fear of injury or death or causes the evacuation of a campus building or otherwise causes serious disruption or public inconvenience. Threatening to commit any crime of violence or act dangerous to human life or falsely informing another that such a dangerous situation or crime of violence is imminent knowing that to be false. This could include initiating a bomb threat or activating a fire alarm when no such emergency exists.
 - vi. Is in possession of or uses a dangerous weapon or is in possession of a concealed weapon unless possession or use is expressly authorized by law. Dangerous weapons may include knives, guns, explosives, or any other item that can be used to inflict fear or injury to include BB guns, pellet guns, airsoft guns or any toy replica.
 - vii. Intentionally or recklessly causes significant damage to the property of another
 - viii. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the unlawful delivery of alcohol or marijuana, or the possession, use, or delivery of other drugs.
 - ix. Commits any crime that would constitute a felony under the ND Century Code (i.e. robbery, burglary, criminal trespass, arson, or the possession of stolen property).
 - x. Engages in any conduct considered hazing which creates a risk of injury to another, or involves forced physical activity which subjects any person to mental stress by the deprivation of sleep, isolation, whipping, beating, paddling, branding, forced calisthenics, or the overexposure to weather. Any initiation or hazing that includes a required consumption of food, liquor, beverages, drugs or other substances or includes unlawful restraint, public nudity or sexual contact would also constitute major misconduct.
 - xi. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct
3. **Retaliation Prohibited:** A student, a group of students or a student organization shall not retaliate against any person who files a complaint or grievance; reports misconduct, participates as a witness in an investigation, or otherwise provides information to college officials. Retaliation can be classified as minor or major misconduct depending on the nature of the action.
4. Any person may file a verbal or written complaint with Director of Student Services against any student for misconduct. The complaint and appeal procedure is outlined in Policy and Procedure 800.31.
-

History

Administrative Council Approved Updates 08/17/15

Administrative Council Approved Updates 09/15/15