

Approved on 9/22/2020

Administrative Council Meeting Minutes

Monday, August 31, 2020

Teams 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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Richard Drury-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 1:30 p.m.

b) Review of August 12, 2020 Minutes

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

2) OLD BUSINESS

a) Ag Center Building/Fundraiser Update (President)

i) The Community College Foundation is at fundraising level \$835,000.

b) NDTC Offer (President)

i) Council decided LRSC would not take the used cubicles at this time.

3) NEW BUSINESS

a) Student Conduct Policy 800.30 (Director Dunbar @2:15 Academic/Student Affairs)

i) Director Dunbar and VP Halvorson agreed LRSC needs to add COVID-19 protocol to the policy to help keep the students accountable. Director Dunbar reports there are a handful of students that are not following the guidelines and suggests resorting to fines or community service to detour them from breaking protocol. He asks for assistance from faculty and staff when they see students without masks. **The following changes to policy were approved:**

(1) They propose under Minor Misconduct adding the following:

(a) Engages in conduct that violates the LRSC COVID-19 Preparedness and Response protocol, to include:

(i) Not wearing a mask when required to do so or in places where a mask is specifically required.

(ii) Not social distancing as required and recommended.

(iii) Engaging in unsafe behavior, on or off campus, that would tend to further the spread of COVID 19 such as attending large gatherings (more than 10 people) or attending on campus or off campus parties where social distancing and mask wearing is not occurring.

(2) They propose under Major Misconduct adding the following:

(a) Refusing to test for COVID-19 when required and requested to do so as a condition of living in the residence halls or participating on an athletic team. Refusing to cooperate with contact tracers as it applies to COVID-19 or refusing to abide by the isolation and quarantine requirements as it is described in the LRSC COVID-19 Preparedness and Response protocol or as directed to by public health authorities.

- b) **Enrollment Report** (Academic/Student Affairs)
 - i) Coordinator Rasmusson emailed the enrollment report to campus. VP Halvorson reported that Director Driessen has about 250 dual credit students to enroll yet. LRSC was down 321 and he has 250-280 students to add it will help but the credits are down possibly 70 FTE even though head count is relatively stable. Numbers are down in Mayville and DL Nursing classes. In budget projections, the plan was for 10% reduction in revenue. As a side note VP Kenner is looking for [explanatory comment with the enrollment report which would include research like how many dual credit students and other variables are not factored into the report at the time it is being published.](#) VP Halvorson agreed they will work to include that bit of research in enrollment reports to campus in the future.
- c) **Dual Credit Agreement, DLHS** (Academic/Student Affairs)
 - i) President Darling will sign the agreement. VP Halvorson will present it to the DLHS Principal and DLPS Superintendent. There was discussion about funding options, but no changes were made.
- d) **COVID 19 Isolation and Quarantine Report** (Academic/Student Affairs)
 - i) LRSC has no reported positive cases on campus. A few students have been notified that they are considered close contacts to individuals that have tested positive are quarantining off campus.
- e) **HLC Update (Self-Study Status, Due Friday)** (Academic/Student Affairs)
 - i) VP Halvorson reported there is still work to do on one of the Criterion #s and cleaning up a few broken links. He is working on Federal Compliance. Brandi is working on writing summaries for all 5 chapters. Things are looking good to be finished by Friday.
- f) **Library Director Open Position**
 - i) VP Halvorson discussed posting the Learning Commons Director position after receiving a two week notice from Director Collins that she would be leaving the position. He informed council plans to create a plan to staff the Learning Commons, so it is open the hours students need. Allowing him time to give careful consideration to writing the job announcement.
- g) **Chancellors additions to Annual Plan** (President)
 - i) Council reviewed the goals the Chancellor added to each campus in the system. He asked council for comment for assessment measures to obtain his goals.
- h) **Campus Committee Updates** (President)
 - i) The committee lists have been created [please see attached 4 pages.](#)
- i) **Running Air Purifiers** (President)
 - i) VP Kenner will visit with Physical Plant Director Estenson to [decided what the best run time for the air purifiers should be and get the information out to students, faculty and staff.](#)
- j) **Idea for Employee and Student Virtual Campus Updates** (President)
 - i) Tabled- time did not allow council to get to this agenda item.

4) ADJOURNMENT

- a) **Adjournment**
 - i) The meeting was adjourned at 3:00 p.m.
- b) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be Tu-Sept 22@8:30a, Th-Oct 8@1p, Tu-Oct 20@8:30a, Th-Nov 5@1p

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 students 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 Alcohol and Other Drugs policy (1500.15) regarding 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
 - xiii. Engages in conduct that violates the LRSC COVID-19 Preparedness and Response protocol, to include:
 1. Not wearing a mask when required to do so or in places where a mask is specifically required.
 2. Not social distancing as required and recommended.
 3. Engaging in unsafe behavior, on or off campus, that would tend to further the spread of COVID 19 such as attending large gatherings (more than 10 people) or attending on campus or off campus parties where social distancing and mask wearing is not occurring.
 - 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 (1500.15)
 - iii. Violates the Sexual 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
 - xii. Refusing to test for COVID-19 when required and requested to do so as a condition of living in the residence halls or participating on an athletic team. Refusing to cooperate with contact tracers as it applies to COVID-19 or refusing to abide by the isolation and quarantine requirements as it is described in the LRSC COVID-19 Preparedness and Response protocol or as directed to by public health authorities.
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

LRSC Faculty Senate Officers and Committee Assignments
2020-2021 Academic Year

Curriculum and Academic Standards

Meet:

*Amber Solheim
*Deborah Carlson
*Lisa Ginther
April Duchscher
Barb Haugland
**Dan Johnson
**Lloyd Halvorson
**John Cowger
Student: Fred Bannier
Student: Lyndsey Pierce

Professional Growth

Meet:

Bayarbat Badarch
Rick McAllister
*Cheri Weisz
Shaun Prince
**Lloyd Halvorson

Tenure (Must be Tenured, 5-year Term)

Meet:

Karen Clementich (2016-2021)
Marilyn Buresh (2017- 2022)
Jay Johnson (2018-2023)
Randy Olson (2019-2024)
Kory Boehmer (2020-2025)

Faculty Welfare

Meet:

*Michelle Murphy
*Melissa Moser
*Darren Wilcox
Heidi Schneider
Donna Weigel
**Corry Kenner

Faculty Rights (Must be Tenured)

Meet:

*Teresa Tande
Dick Olson
Cindy Brown

Nominations

Meet:

*Kristi Kienast Hernandez
*April Hubbard
Joel Lemer
Tammy Riggan

Library Media

Meet:

*Greg LaHaise
*Kim Brown
Stevan Waddell
Jenna Brooks
John Maritato
**Sheila Collins (Ex-Officio)
Student:
Student:

Outreach Learning

Meet:

*Tracy Bina
*Holly Mayer-Taft
Betsy Bannier
Randy Fixen
**Dan Driessen (Ex-Officio)
**Lloyd Halvorson

Council of College Faculties (3-year Term)

Jessica Santini-Levenhagen (2020-2023)

Foundation Representative (2-year Term)

Preston Sundeen (2020-2022)

President – Richard Drury

President Elect – Oybek Turayev

Secretary – Scott Sandy

Faculty Senate Special Committee:

Excellence in Education

Meet:

Tammy Riggan (through 2021)
Melissa Moser (through 2022)
Michelle Murphy (through 2022)
Teresa Tande (through 2023)
Preston Sundeen (through 2024)
Deb Carlson (through 2025)
Student Senate President
(Staff Rep from Online Coordinator, TRiO Director,
Director of Counseling)

[SEE NEXT 3 PAGES FOR CAMPUS COMMITTEE LIST](#)

(*) Last year of 2 Year Term

(**) Administrator nominated by the President and confirmed by the Faculty Senate. These may be changed starting new academic year and names will be forwarded to Faculty Senate in August. Meeting times and places for school year may change.

LRSC Campus Committee Assignments
2020-2021 Academic YearSCHOLARSHIP & AWARDS

Elonda Nord, C
Danny Mertens
Steve Shark
Joann Kitchens
Kelsey Walters
Shaun Prince
Erin Wood
Students:

STAFF SENATE

Michael Engلمان-President (2022)
Erin Wood-Treasurer/Secretary (2023)
Mylee Kenner (2021)
Jessica Hjelden (2021)
Dawn Stoe (2022)
Brandi Nelson (2023)
Cathleen Ruch-Past President
Corry Kenner, Council Representative
Nicole Lundquist-Alternate (2021) Administrative

ASSESSMENT COMMITTEE

Brandi Nelson
Cindy Brown-C
Betsy Banner
Tammy Rigglin-C
Lloyd Halvorson
Kory Boehmer

ADMINISTRATIVE COUNCIL

Doug Darling
Lloyd Halvorson
Corry Kenner
Faculty Senate President

PERSONNEL REVIEW BOARD

Bridget Hanlan
Dan Driessen
Dave Steffen

DIVERSITY

Scott Dunbar, C & Statewide Committee Rep
Doug Darling
Teresa Tande
Erin Wood
Jessica Dimitch
Freddie Griffin
Richard Drury
Casey Zehrer
Student:

SAFETY/LOSS CONTROL

Sandi Lillehaugen, C
Chad Estenson
John Maritato
Bobbi Lunday
Brandi Nelson
Rick McAllister
Gary Haugland
Erin Wood

Subcommittees

EMERGENCY PREPAREDNESS
RISK MANAGEMENT

STUDENT APPEALS (DISCRIMINATION)

Becky Lang, C
Cathleen Ruch
Dick Olson
Student:

TECHNOLOGY COMMITTEE

Gary Haugland –C
Lloyd Halvorson/Dan Driessen
Jared Marshall
Randy Olson
Preston Sundeen
Erin Wood
Elonda Nord
Students:

POLICY & PROCEDURE MANUAL

Brandi Nelson
Anne Rasmusson
Bobbi Lunday
Sandi Lillehaugen

C=Convener. The Convener calls the first meeting. At the meeting a chair and secretary are elected for the year.
*First year of two-year term **Second year of two-year term

Campus Committee Assignments continued
2020-2021 Academic YearEMERGENCY PREPAREDNESS COMMITTEE

*Committee disbanded and will operate as
subcommittee of Safety/Loss Control*

CONTINUATION OF OPERATION COMMITTEE

Gary Haugland
Sandi Lillehaugen, C
Chad Estenson
Brandi Nelson

ONLINE TASK FORCE

Dan Driessen, C
Dick Olson
Jessica Santini-Levenhagen
Cindy Brown
Tammy Riffin
Gary Haugland
Andy Wakeford
Karleen Estenson
Randy Fixen

COMPLIANCE CHAMPION

(Point of contact for Auditors)
Brandi Nelson

COLLEGE PLANNING COMMITTEE

President
VP Academic/Student Affairs
VP Administrative Affairs
VP Advancement
Faculty Senate President
Faculty Senate Curriculum & Academic Standards
Committee Chair(s)
Faculty Senate Professional Growth Chair
Staff Senate Committee Chair
Physical Plant Director
Athletic Director
Librarian
CIO
Community College Foundation President
Public Affairs Director
TrainND Director
Admission/Enrollment Director
Bookstore Director
Community Representatives
Academic Affairs Director
Distance Education & Outreach Director
Student Senate President
Student Senate Vice President
Grand Forks Air Force Base Outreach Director

[SEE NEXT PAGE FOR AD HOC COMMITTEE LIST](#)

AD-HOC COMMITTEES

FACILITY SCHEDULING COMMITTEE

Joycelyn Hagen C
Dan Driessen
Lois Bachmeier
Jen Wignall
Bobbi Lunday
Erin Wood
Chad Estenson
Corry Kenner

RISK MANAGEMENT

Will operate as a subcommittee of Safety/Loss Control

FOOD SERVICE ADVISORY COMMITTEE

Rose Seibel C
Corry Kenner
Scott Dunbar
Kristi Hernandez
Randy Olson

2 Students -1 Athlete -1-Student Senate rep

Students have their own committee called Food & Facilities that meets bi-weekly and they provide feedback directly to Food Service and Physical Plant Directors

CAMPUS ACCESS CONTROL OFFICER (CACO)

Finance: Gary Haugland, Primary
Joann Kitchens, Alternate
HRMS: Gary Haugland, Primary
Joann Kitchens, Alternate
CS: Gary Haugland, Primary
Kelsey Walters, Alternate
Dan Johnson, Alternate

FINANCIAL AID COMMITTEE

VP Academic/Student Services
Registrar
Campus Counselor
VP Administrative Services
Financial Aid Director

This committee will assist the director of Financial Aid in interpreting and implementing regulations regarding the Federal Financial Aid program and review student satisfactory academic progress appeals

SUGGESTION BOX COMMITTEE

Administrative Council

Behavior Intervention Team (BIT)

* Threat Assessment Committee
*Sandi Lillehaugen Scott Dunbar
*Lloyd Halvorson Taylor Henningsgard
*Steve Shark Randy Fixen
Cathleen Ruch Jessica Dimitch