

Approved on 4/29/25

Administrative Council Meeting Minutes

Thursday, April 10, 2025

President's Office 1:30 p.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling - President

Lloyd Halvorson - Vice President for Academic/Student Affairs

Joann Kitchens - Vice President for Administrative Affairs

Erin Wood - Vice President for Advancement

Casey Zehrer - Assistant Vice President for Student Affairs

Scott Sandy – 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 1:36 p.m.

b) Review of March 17, 2025, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update (President)

- i) We have received the materials for the new “ask” and have a meeting scheduled for 4/11/25. It will be May or June before we know for sure on the first “ask”.

b) Pearson Vue testing room (Administrative Affairs)

- i) VP Halvorson stated that the old hardware lab will be converted into the Pearson Vue testing center. VP Kitchens inquired how high on the list the testing center remodel should be placed. After discussion about changing the location of the counseling center council decided to move the testing center before the counseling center.

c) Committee Assignment policy (Academic/Student Affairs)

- i) Tabled.

d) Art in the Hallway (Advancement)

- i) VP Wood informed council that a donor wanted to sell her artwork and donate the money back to the foundation will not come to fruition because it is on LRSC inventory. There was discussion about taking it out of storage and displaying it somewhere in the community on loan from LRSC.

e) Weight Room (Student Affairs)

- i) Assistant VP Zehrer reported that the treadmill has been fixed. He also put up a sign with a QR code for reporting issues or concerns and received a message that a sensor has quit working on the rowing machine. He asked how much should be allotted to repair or replace the machines. He also stated that the repair man is looking into the possibility of repairing the rowing machine. He also indicated that we should purchase a new weight bench as they are not expensive.

f) Gym Security (Academic/Student Affairs)

- i) VP Halvorson reported there have been no recent complaints. On campus users have done a better job of keeping things locked up. The electronic lock previously discussed has not been installed in the hallway yet. The IT Director is reviewing the electronic locking system throughout the building.

g) **Bookstore Request - Graduation Tassels** (Student Affairs)

- i) VP Halvorson presented the request to the faculty senate. They discussed and referred it to the curriculum and academic standards committee. The curriculum and academic standards committee's recommendation was to assign white tassels for graduates earning less than 60 credits and blue and white tassels for students in programs requiring 60 credits. [The Faculty Senate will vote on the recommendation at their next meeting and advise council.](#)

h) **AmeriCorps and Schools of National Service** (Academic/Student Affairs)

- i) VP Halvorson reviewed changes in LRSC's diversity waiver procedure ([attached below](#)). Removed language on how the diversity waiver was applied referring to age, political views, race, religion, sexual orientation, gender, gender-identity/expression, and language. Replaced with work history, experience living-working and volunteering abroad, living a disability and/or being bi-lingual/multi-lingual. It also adds AmeriCorps volunteers eligible for the Segal Education Award are encouraged to apply. President Darling and council agreed with the changes to the diversity waiver procedure. [With those changes approved, VP Halvorson will continue to complete the enrollment process to establish LRSC as an AmeriCorps School of National Service.](#)

3) NEW BUSINESS

a) **Policy 800.21 Transcripts and Transferring** (Student Affairs)

- i) Mandated update to policy, LRSC will no longer withhold transcripts due to an unpaid balance. Approved, ([attached below](#)).

b) **Policy 800.31 Student Complaint and Grievance Procedures** (Student Affairs)

- i) Billing appeals policy will state that billing appeals must be filed by the end of the semester following the semester the bill was incurred. Approved ([attached below](#)). .

c) **Consolidated Financial Index (CFI) Comparisons** (Administrative Affairs)

- i) VP Kitchens shared data comparing various income ratios between institutions. Council discussed concerns over the crossover between two- and four-year institutions.

d) **1203.1 Digital Accessibility Procedure** (President)

- i) President Darling shared the proposed changes to Policy and Procedure 1203.1 Digital Accessibility. Changes according to the new law that creates more accessibility for disabled individuals.

e) **Legislative Updates** (President)

- i) President Darling announced that HB 2219 has received a do pass recommendation, and it includes extra money for TrainND.
- ii) Two bills left Higher ed and O.M.B. President Darling has spoken with Sanford and understands the tier funding problems.
- iii) VP Halvorson reported that the LRSC Faculty Senate signed onto the letter from CCF urging the governor to veto HB 14327.
- iv) HB 1588 was amended by the senate to make the firearm possession laws as they currently exist in the NDCC. It now goes back to the House for a vote on those amendments. This change is good for those campuses looking to maintain the status quo (no firearms on campus).

f) **Discussion**

- i) Graduation: In VP Halvorson's absence Assistant VP Zehrer will announce the Drama and Writing Awards and Director Erickstad will announce the Who's Who.
- ii) Melana Howe and Nursing Chair Clementich have been asked by Altru to start up technician programs in radiology, sonography, surgery, and medical lab. VP Halvorson and Chair Clementich will meet with Altru in the coming weeks to discuss. These programs would run as mobility with theory online and labs/clinical face to face. These are programs that can only handle 8 to 12 students per cohort. Altru has indicated they will make significant investments in technology and instruction to help us get started.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be April 29@1P

b) **Adjournment**

- i) The meeting was adjourned at 3:11 p.m.



Diversity Waiver Procedure

Consistent with SBHE Policy 820 (1), The Diversity Tuition Waiver is intended to promote the enrollment of a culturally diverse student body, including members of Indian tribes and economically disadvantaged students, for the benefit of all students and the academic community. Diversity, for this procedure, is inclusive of all aspects of human differences, including but not limited to age, background, political views, race, religion, sexual orientation, socioeconomic status, veteran status, work history, experience living-working and volunteering abroad, living with a disability, ethnicity, gender, gender identity/expression, language, and/or being bi-lingual/multi-lingual. Enrolled members of a North Dakota Indian tribe, a federally recognized American Indian tribe, Alaskan natives and AmeriCorps volunteers eligible for the Segal Education Award are encouraged to apply.

Applicant Requirements

- Must be degree-seeking from Lake Region State College
- Must submit the Diversity Waiver Application & essay describing how diversity impacts his/her life.

When waivers are available, an applicant who is degree seeking and who has completed the application and essay may only be denied the waiver by a majority vote of the three-member Diversity Waiver Committee.

Renewal Requirements

- Recipients are limited to two years (four semesters) of eligibility, unless otherwise noted. Students choosing to use the waiver for a summer session must request this in writing with the Financial Aid Director by June 1st.
- Students regardless of the size of the waiver received and must earn at least a 2.0 term GPA to be eligible to have the waiver renewed for renewal.
- Recipients are encouraged to assist LRSC in its mission to promote understanding of diverse cultures.

Amount of Waivers

- Priority deadline for fall semester is July 15th. Applications will be awarded on a first come, first serve basis. Applications will be accepted after these dates; however, awards are subject to availability.
- Unless otherwise approved by the President, the number of waivers awarded will not exceed 3% of FTE and will not exceed 50% of the amount of tuition. Tuition waivers do not include fees, books, housing & food.
- Waivers for full-time students cover half the cost of tuition, and waivers for part-time students are pro-rated.
- Waivers will be approved for an academic year which runs August—May. Waivers will not be issued for the subsequent semester (term) if the student does not meet the 2.0 term GPA requirement.
- This waiver cannot be used in combination with the International student waiver.
- Students who have financial aid or third-party aid (tribal funding, Job Service, employer, or other scholarships) above the cost of tuition, fees, books, room and board, may have their waiver reduced, or cancelled.
- Eligible AmeriCorps students who have completed a 1,200-hour term of service shall be eligible for a 50% tuition waiver. Those volunteers completing a 600 or 900-hour term of service shall be eligible for a 25% tuition waiver. Those completing a 300-hour term of service are eligible for a 25% tuition waiver which is only renewable for one additional term. A maximum of six tuition waivers will be issued to eligible AmeriCorp students during any one term unless additional waivers are approved by the President.



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
TRANSCRIPTS AND TRANSFERRING	800	21

REQUESTED ACTION: ☒ CHANGE ☐ ADD ☐ REMOVE

<p>Text of Requested Change: (Continue on other side or attach a separate document.)</p> <p>Section 1: Remove language stating that a transcript will not be issued if a student has an outstanding financial obligation.</p> <p>Section 2 b: Update outdated references to SBHE Policy and NDUS Procedure for transfer applicants.</p>
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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	CZ

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Affairs	3/28/2025
SIGNATURE & TITLE OF SUBMITTER	DATE
Casey Zehrer <small>Digitally signed by Casey Zehrer Date: 2025.03.28 09:48:37 -05'00'</small>	

ADMINISTRATIVE COUNCIL ACTION:

☐ REQUEST APPROVED
 ☐ REQUEST TABLED FOR FURTHER REVIEW
 Date: _____

☐ REQUEST NOT APPROVED
 ☐ REQUEST APPROVED WITH REVISIONS
 Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
	

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

SECTION 800.21

TRANSCRIPTS AND TRANSFERRING

1. Transcripts

Lake Region State College subscribes to a transcript ordering service. This service allows students to order official transcripts securely via the internet. A fee is charged for this service. In addition to the automated ordering service, students can track order status, receive timely email notices regarding the transcript request and review order status history. Currently enrolled students may obtain an unofficial transcript free of charge anytime through Campus Connection.

2. Transfer Credits from LRSC

- a. Lake Region State College is accredited by the Higher Learning Commission. Credits earned from Lake Region State College are transferable to colleges and universities throughout the United States. Acceptance of transfer credits is based on the transfer policy of the receiving institution.
- b. Admissions Policy Students transferring to a North Dakota University System institution should refer to SBHE Policy 411 Admissions and NDUS Procedure 411.7 Transfer Applicants.
- c. North Dakota University System General Education Requirement Transfer Agreement (GERTA)
The North Dakota University System, (NDUS) Transfer Agreement was developed to assist students who transfer within the NDUS. This agreement states that students who transfer to a NDUS institution after completing their general education coursework at any other NDUS institution will be deemed to have met all lower division general education requirements at the transfer school. A minimum of 36 semester hours must be completed in the areas of communication; art and humanities; social sciences; and mathematics, science and technology. If all general education courses have not been completed before transferring, courses will be applied to the general education requirements of the NDUS institution being transferred to, on a course by course basis.

History

Administrative Council Approved 12/21/15

Administrative Council Approved 04/10/25



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
STUDENT COMPLAINT AND GRIEVANCE PROCEDURES	800	31

REQUESTED ACTION: ☒ CHANGE ☐ ADD ☐ REMOVE

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

Section 4 a: Establishes a deadline for billing appeals of no later than the end of the following semester in which the charge was incurred.

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?



YES



NO

Reviewer Initials

CZ

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Affairs	3/28/2025
SIGNATURE & TITLE OF SUBMITTER	DATE
Casey Zehrer <small>Digitally signed by Casey Zehrer Date: 2025.03.28 09:56:00 -05'00'</small>	

ADMINISTRATIVE COUNCIL ACTION:



REQUEST APPROVED



REQUEST TABLED FOR FURTHER REVIEW

Date: _____




REQUEST NOT APPROVED



REQUEST APPROVED WITH REVISIONS

Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
	

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SECTION 800.31

STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

1. Complaints and grievances from students will be handled consistently with the State Board of Higher Education policies and the North Dakota University System procedures.
2. Any college employee or student may file a verbal or written complaint with the Assistant Vice President of Student Affairs against any student for misconduct.
3. Students alleging improper, unfair, arbitrary, or discriminatory treatment should first discuss the grievance with the college official, who was involved in the disputed action. If the complaint is not resolved, the student may bring the concern to the Assistant Vice President of Student Affairs who will forward it to the appropriate supervisor.
4. Financial Appeals Procedure: The following procedure should be used to appeal a billing that a student believes is incorrect or unfair:
 - a. Any student appealing a bill must first complete the *Student Billing Appeal* form and submit it to the Registrar's Office by no later than the end of the semester following the one in which the charge was incurred.
 - b. The Assistant Vice President of Student Affairs will approve or disapprove the appeal based the circumstances presented and the research conducted.
 - c. If approved, the Assistant Vice President of Student Affairs shall coordinate with the Registrar and Business Office for appropriate action to adjust the student's account
 - d. The Assistant Vice President of Student Affairs will investigate and resolve the appeal within 15 calendar days and will notify the student of the decision.
 - e. A student may appeal the decision of the Assistant Vice President of Student Affairs to the Vice President of Academic and Student Affairs.
5. Academic Appeals Procedure:
 - a. Any student with an academic grievance (concerning grading, attendance, testing, incompletes withdrawals or transfer evaluation) should first discuss the grievance with the faculty person involved with the request or Registrar in the case of transfer evaluation to resolve the grievance. If the grievance is not resolved at the faculty level, the student should bring his/her concern to the Vice President of Academic and Student Affairs. If this informal discussion does not achieve resolution of the grievance, the student may request a formal interview of the grievance by the Faculty Senate Curriculum and Academic Standards Committee. This grievance must be submitted to the committee in writing.
 - b. The Curriculum and Academic Standards Committee will consider the grievance as formally presented by the student and will consult with all parties significantly involved in the grievance. The Committee will document its findings and render the disposition of the grievance within 20 class days upon receipt of the student's formal written grievance. The student will then be notified of the Committee's decision. It is the student's responsibility to initiate and advance the grievance.
6. Minor Misconduct Investigative, Adjudication and Appeal Process:
 - a. The Assistant Vice President of Student Affairs or designee shall be responsible for the investigation of minor misconduct. A decision will be rendered within 10 calendar days of receiving the complaint, barring unusual circumstances. Sanctions can include verbal and written warnings, limited access to campus, mandatory counseling or treatment, restitution, loss of student employment, campus or community service, training, fines or fees, loss of campus privileges and/or eviction.
 - b. Minor Misconduct Appeals Procedure:
 - i. If the student is not satisfied with the decision of the Assistant Vice President of Student Affairs, the student may file a formal review request to the Vice President of Academic and Student Affairs in writing and within 10 calendar days of the date of the decision.
 - ii. The Vice President of Academic and Student Affairs will review the investigation and recommended disciplinary action and issue a final decision within 10 calendar days from the date the written appeal was filed.

7. Major Misconduct Investigative, Adjudication and Appeal Process:
- a. The Assistant Vice President of Student Affairs or designee shall be responsible for the investigation of major misconduct. Major misconduct investigations shall take no longer than 60 calendar days.
 - i. Sanctions can include written warnings, limited access to campus, mandatory counseling or treatment, restitution, loss of student employment, campus or community service, training, fines or fees, loss of campus privileges, eviction, and/or suspension or expulsion.
 - ii. If the major misconduct involves sexual misconduct or Title IX compliance, the adjudication and appeal process under LRSC Policy 1500.09 will be followed.
 - b. During the investigation, the accused shall:
 - i. Receive written notice:
 - 1. Identifying the allegation(s) against the student;
 - 2. Providing three days' notice to any requests for information or response from the student. The notice requirement can be waived if the accused consents to a shorter notice period. The notice process may also be waived during an emergency suspension process; and
 - 3. Of information about the right to have a support person, advocate or attorney, at the student's expense and initiation, to fully participate in the process.
 - ii. Have an opportunity to present evidence and respond to allegations, be provided with timely access to information,
 - iii. Be informed of the outcome, the sanction (if any) and the right to appeal within 10 calendar days after the completion of the investigation.
 - c. The Assistant Vice President of Student Affairs shall initiate interim measures for the safety and security of the campus. These may include, but are not limited to:
 - i. Assistance moving safely between campus buildings,
 - ii. Issuing a no contact order to the accused,
 - iii. Moving the complainant and/or accused to different campus housing,
 - iv. Altering the class schedule of the complainant and/or accused,
 - v. Providing counseling services,
 - vi. Providing academic support services, and/or
 - vii. Placing student employees on leave or students on suspension pending the outcome of the investigation.
 - d. Hearing Process
The Assistant Vice President of Student Affairs shall:
 - i. Make every effort to allow only relevant evidence to be considered and shall not consider evidence that is neither relevant nor probative.
 - ii. Determine whether policy was violated using a "preponderance of the evidence" standard. Communicate in person (when possible) and provide in writing the final decision to the accused.
 - iii. Decide the appropriate sanctions to be imposed.
 - e. Major Misconduct Appeals Procedure
 - i. The accused has the right to appeal. An appeal must be made in writing to the Vice President of Academic and Student Affairs and must be made within one year of receiving the written notification from the Assistant Vice President of Student Affairs.
 - ii. The original decision may be appealed only due to:
 - 1. Procedural Errors: The accused alleges that there was a deviation or change from the procedures outlined in the adjudication process or was not afforded due process which adversely impacted the outcome of the complaint.
 - 2. New Evidence: The accused alleges that new evidence became available which would have impacted the outcome of the complaint. The accused must (a) present the new evidence, (b) explain why it was unavailable prior to the original decision, and (c) prove that the new evidence may have altered the outcome.
 - 3. Severity of the Disciplinary Action: The accused believes that the disciplinary action issued was excessive.

- iii. The Vice President of Academic and Student Affairs may grant a rehearing, order a new hearing, reduce or modify the suspension or expulsion, grant other appropriate relief, or uphold the original decision. Upon conclusion of all appeal activities, a final decision will be made within 21 calendar days.
 - f. If the appeal results in the reversal of the decision or a change to the sanction, the institution may reimburse the student for any tuition and fees paid to the institution for the period of suspension or expulsion which had not been previously refunded.
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History

Administrative Council Approved 800.31 (2) 08/21/01

Administrative Council Approved 800.31 (5) 08/21/01

Administrative Council Approved 800.31 (5) 08/27/01

Administrative Council Approved 800.31 Updates 08/17/15

Administrative Council Approved 800.31 Updates 12/21/15

Administrative Council Approved 80031.4a on 04/10/25