

Approved with corrections on 1/30/13

Administrative Council Meeting Minutes

December 18 & 20, 2012

President's Office 9:30 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling-Interim President

Lloyd Halvorson-Assistant Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Richard Olson Associate Professor-Faculty member

Bobbi Lunday- President's Assistant-Recorder

Guest: Devin Hoffarth-Student Senate President

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 9:30 a.m. on Tuesday, December 18, 2012 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling. Discussion was tabled at noon to reconvene at 8:00 a.m. on Thursday, December 20, 2012 to finish agenda.

2) CONSIDERATION OF MINUTES

- a) The 11/26/12 Administrative Council Minutes were approved with corrections

3) OLD BUSINESS

- a) **Student Senate Student Union Strategic Plan & Activity Fee Resolution** (9:35 Devin Hoffarth)
 - i) Mr. Hoffarth announced an 80% approval vote by the student body to increase student activity fees to help support new athletic programs fall semester 2013.
 - ii) Mr. Hoffarth discussed Student Senates improvement plan for the Student Union area. The students would like a half wall created to separate the walkway from the union, lounge furniture, TV sets, blue paint over the maroon, the snack bar open until 10pm, close lower deck, bring dart boards and pool tables up to the colonial room and open wall into student union area. Ideas for utilization of the lower deck were to turn it into a wellness center/workout room the current weight room can be transformed into a meeting room to replace the Colonial Room. VP Goulding explained we as a campus not only cater to students we also cater to the community and need to find a balance. President Darling reminded council the reasons students didn't use the lounge/game room facility when it was located up in the union was because they wanted more privacy so the lower deck was remodeled to accommodate student wishes. Associate Professor Olson added the idea of compromise to the discussion by suggesting making the union more comfortable without turning it into game room. VP Halvorson & VP Fixen suggested leaving the games down stairs as it would ruin the pool tables to move them. Make the Union space upstairs more comfortable with lounge furniture and TV sets. VP Kenner stated the snack bar can be open for orders after breakfast and after lunch; they can manage the day shift with staff they currently employ. Security in kitchen over the evening hours is a concern. The expense of staffing the snack bar from 5-10pm can be funded with budget that is currently paying to staff the Lower Deck from noon-midnight. **VP Fixen will meet with Student Senate President Devin Hoffarth,**

Bookstore manager Stotts, Physical Plant Director Jorgenson and Food Service Director Unger to work out soft seating, TV sets and snack bar open until 10:00 p.m. in the union.

- iii) The estimated cost of installing a stove/oven in North Hall is \$12,480. This need may be reevaluated if the snack bar is open until 10pm. The residence hall-connecting hall carpeting estimate is \$8,983, Air conditioning in North and South Hall's estimated costs are \$87,500.
 - iv) Student Senate President Devin Hoffarth requested a council member attend the next student senate meeting to educate senate on the Erlandson Renovation. VP Goulding volunteered to attend the meeting.
- b) **Camera Placement** (9:45 Gary Haugland II-tabled until next meeting)
- c) **Tenure Policy Request & Outreach Learning Committee Policy** (Faculty Senate) *(All policies attached for review at bottom of minutes)*
- i) Associate Professor Olson explained Faculty Senate Tenure Committee's requested changes to the Institutional Tenure Guidelines in Chapter 7; article 13.6B.3 deleting the word "typically" to reflect present practice. Assistant VP Halvorson moved to approve with a second by VP Fixen and council voting in favor, the motion passed.
 - ii) Proposed addition to Chapter 7; article 13.9 is to add a new procedure to change current Non Tenure Track faculty position to a Tenure Track faculty position. Article 13.9 is titled "Faculty Procedure to Change to Tenure Track Positions" Assistant VP Halvorson moved to approve policy addition with a second by VP Kenner and council voting in favor, the motion passed. President Darling added his desire to establish the guideline that LRSC wants to be at 50% tenure track positions. Council was in agreement.
 - iii) Proposed change to Faculty Senate Constitution's Outreach learning committee. Faculty Senate moved to change the wording to review, develop and recommend rather than review and establish. Assistant VP Halvorson moved to approve with a second by VP Fixen and council voting in favor, the motion passed.
- d) **Position Reclassifications & Related Policy Changes** (Physical Plant and GFAFB Directors) *(see attached)*
- i) The broad banding committee recommends changes to articles 6.1, 6.2 & 6.5. Physical Plant and GFAFB Directors should not be considered officers of the institution since they do not report directly to the president. Their positions should be eligible for broad banding market match and goal salary. Recommended changes to article 6.1, 6.2 & 6.5 removing Physical Plant Director and GFAFB Director positions as officers of the institution and adding Assistant VP of Instruction position as an officer of the institution serving at the pleasure of the President. Assistant VP Halvorson moved to approve changes to articles 6.1, 6.2 & 6.5 policy effective in January 2013 and **broad banding committee work to recommend new goal salaries** with a second by VP Kenner and council voting in favor, motion passed.
- e) **Policy Change Request-Faculty Evaluations & Faculty Senate Constitution** *(see attached)*
- i) Assistant VP Halvorson requested a motion from council to approve chapter 7 article 7.9 (1&2) change approved by Faculty Senate the December 2012 meeting. VP Kenner moved to approve with a second by VP Fixen all voted in favor, motion passed.
 - ii) Assistant VP Halvorson requested a motion from council to approve change to chapter 6 articles 6.1(1), 6.4, 6.5(2) of the Faculty Senate Constitution-Professional Growth Committee to install Instructional Office Administrative Assistant Position as permanent secretary to the committee for constancy in record keeping. VP Fixen moved to approve with a second by VP Goulding and council voting in favor, motion approved.

f) **Volunteers** (see attached)

- i) Assistant VP Halvorson requested permission to work on a policy that will add background investigations for volunteer employees, VP Kenner stated the personnel office will propose policy changes to include volunteers, where applicable, and to develop a method to gather information on volunteers for submission to the personnel office by the applicable VP. The supervising VP should be notified of regular and consistent volunteers. *Assistant VP Halvorson will work with personnel office and return with policy requests for volunteers and background checks on 12/20/12.*

4) NEW BUSINESS

a) **Inactive Programs/Program Termination (Diesel)**

- i) System office notified Assistant VP Halvorson LRSC is coming to the end of a three year window to place Legal Assistant & Diesel Program's on inactive status. There was some discussion about possible delivery of Diesel Program on Minot's campus. President Darling recommended Assistant VP Halvorson request both programs be continued on inactive status.

b) **Presidential Search Hosting/Planner**

- i) President Darling stated Director Wood would like know what the expectations are for entertaining the finalists for President so planning can take place. Chancellor's expectations need to be clarified so we know how to proceed. *Director Wood will request clarification from the system office between what we did last time and what is expected this time.*

c) **Policy Requests continued from meeting on 12-18-12 –Personnel office** (*copies of all policy requests approved are attached below*)

- i) All of the following policy change requests were approved by council:
- (1) Policy manual appendix III, adding a form titled; Additional 10% Dependent Leave Request.
 - (2) Chapter 7 article 3a and 3b, Faculty Sick Leave changes to Dependent Sick Leave Policy.
 - (3) Update Direct Deposit Policy in the Faculty Handbook. Deleting the option of receiving a check unless there is an exception.
 - (4) Background Investigation Policy for Employees and Volunteers
 - (5) Chapter 11.5 (new) Position Authorization Procedure-Volunteers

d) **Full Time Assistant to Athletic Director** (Randy)

- i) VP Fixen proposed a position description to change for Daniel Mertens from part time to full time Assistant Athletic Director to grow with the additional athletic programs on campus. After discussion VP Fixen moved to increase part time Assistant Athletic Director to full time Assistant Athletic Director with a second from Assistant VP Halvorson and council voting in favor, motion passed.

e) **Full Time Position in Foundation & Grant Writer** (Laurel)

- i) VP Goulding requested opening a Clerical/Administrative Assistant position in the foundation office focused on data management, management of receipting and acknowledgment process, filing, record keeping and coordinating events. (Key event named endowment event annual scholarship events). VP Goulding moved LRSC open an administrative assistant position for foundation with a second from VP Fixen and all voting in favor the motion was approved.
- ii) VP Goulding also requested adding a high level grant writer to her staff to assist the Advancement Office. Council had discussion but no motion followed.

5) ADJOURNMENT

- a) Meeting on 12/18/12 was adjourned at 12:00 p.m. and reconvened on 12/20/12 to finish agenda items before the next meeting of the administrative Council on 1/30/13.

***THE FOLLOWING PAGES INCLUDE COPIES OF THE POLICY REQUESTS



**Lake Region State College
Policies and Procedures Manual
Change Request Form**

Name of Policy, Procedure, or Form: *Institutional Tenure Guidelines*
Chapter Number or Appendix Number: *Chapter 7 Article Number Article 13.6.B.3*

Requested Action: Change *X* Add _____ Remove _____

Faculty Senate (from Tenure Committee) 11/28/12
(Name of College Group Submitting Change Request) (Date)
[Signature] - Faculty Senate President *12/18/12*
(Request Submitted By (Signature/Title)) (Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

*In 7.13.6.B.3 delete the word "typically" to reflect present practice.
See Attached sheets in blue*

This change has been reviewed for consistency with NDUS Policy: *no* yes _____ no _____ reviewer initials

Administrative Council Action:

- Request Approved
- Request Not Approved
- Request Tabled for Further Review: _____
- Request Approved with Following Revisions: _____

[Signature] _____ Date: *12/18/12*
(Signature/Title)

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)

Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Passed Faculty Senate Meeting 11/28/12
Amendment to Existing Tenure Guidelines (In Blue)

Article 7.13 Institutional Tenure Guidelines

1. Statement of Regulation: The North Dakota University System of Higher Education retains unto itself final and absolute authority to grant tenure. To assist in this decision, the Board takes into consideration recommendations of the Lake Region State College faculty and endorsement of the President.
2. Consideration for Tenure Status: To qualify for consideration of tenure a faculty member must:
 - A. Complete six (6) years of probationary service to the College.
 - B. Be recommended for tenure by the Lake Region State College Faculty Senate Tenure Committee.
 - C. Receive the endorsement of the President of Lake Region State College.
3. Credit for Previous Professional Experience: An individual with previous teaching experience may, at the discretion of the College, be given tenure credit not to exceed three (3) years. Such credit will be regarded as service to the College for the purpose of this policy. The decision to award credit for previous teaching experience shall be made in writing by the President at the time of the original employment by completing the "Salary Determination" Form. (See Appendix III: Miscellaneous # 14)
4. Tenure Committee: The Faculty Senate Tenure Committee shall consist of five (5) members with tenure status as determined by the Faculty Senate Constitution (See Chapter 14.2.)
5. Tenure-Granting Procedures
 - A. In September of each academic year the President shall notify those persons who are eligible for tenure and submit these names to the Faculty Senate Tenure Committee for consideration.
 - B. It is the tenure applicant's responsibility to develop and present an application portfolio to the Faculty Senate Tenure Committee.
 - C. The Faculty Senate Tenure Committee may ask the tenure applicant to supplement materials when appropriate, may request a meeting with the Vice President of Instructional Services, and may take other reasonable steps to assure it has an adequate basis from which to make its recommendation.
 - D. The Faculty Senate Tenure Committee may have access to the individual's master personnel file if the tenure applicant provides the Committee with written permission to review his/her master personnel file.
 - E. The Faculty Senate Tenure Committee shall vote on each case individually.
 - F. The Faculty Senate Tenure Committee shall report its final determination, in writing, to each tenure applicant and to the President.
 - G. The President will present those candidates who qualify for consideration to the North Dakota University System of Higher Education for action.
 - H. The President of Lake Region State College shall inform each applicant of the Board's final decision.
6. Tenure Application Process
 - A. The faculty member who is eligible for consideration of tenure will complete and present an application portfolio to the Faculty Senate Tenure Committee by November 15. Failure to prepare the application portfolio shall be interpreted as a disinterest in tenure.
 - B. Contents of the application portfolio
 - 1) A letter of application supporting the request for tenure and evaluation data which would include:
 - a) Student evaluations
 - b) Evaluation reports for the past five (5) years prepared by the Vice President of Instructional Services or the Vice President's designee
 - c) Any reaction from the applicant to these evaluations

Passed Faculty Senate Meeting 11/28/12
Amendment to Existing Tenure Guidelines (In Blue)

- 2) Current transcripts and documentation of any additional courses, workshops, or seminars.
 - 3) A minimum of four letters of recommendation which **typically** would include letters from:
 - a) The Vice President of Instructional Services
 - b) A peer from within the applicant's division
 - c) A peer from outside the applicant's division
 - 4) Such other materials as the applicant may desire to include.
7. Evaluation Criteria Used by Tenure Committee
- A. Teaching effectiveness, as demonstrated by such things as student and faculty evaluations, development and use of teaching materials, examinations and course outlines.
 - B. Fulfillment of professional responsibilities, as demonstrated by such things as involvement with student advisees; serving on division, college, and system-wide committees/councils; and membership and service to professional organizations.
 - C. Mastery of the subject matter in discipline, as demonstrated by such things as honors, awards, and publications in subject matter, and addresses and presentations of scholarly papers and exhibits.
 - D. Continuing scholarly growth, as demonstrated by such things as fellowships, original research, and additional college credits. (Candidate must demonstrate acceptable progress toward a Master's Degree in the academic disciplines and an Associate or Bachelor's Degree in the vocational disciplines, if originally employed below these levels.)
 - E. Contributions to the College and the community, as demonstrated by such things as exhibits and performances which bring positive recognition to the College, involvement in co-curricular activities, participation in department and community activities, and participation in student recruitment.
8. Appeal of Tenure Decision
- A. In the event that a Faculty Senate Tenure Committee decides not to recommend tenure, the applicant may appeal the Committee's decision before the full Faculty Senate.
 - B. In the event that the President determines that the applicant will not receive the President's endorsement, the applicant may appeal the President's decision following the Institutional grievance procedure.

[This policy was reviewed and adopted by the UND-Lake Region Faculty Senate on 02/29/88 and approved by the Executive Dean of the College on 06/01/88]

[Name/Title Changes made to reflect independence status of LRSC. 06/99 and "grievance procedure" reference to reflect new NDUS policy 02/01]



**Lake Region State College
Policies and Procedures Manual
Change Request Form**

Name of Policy, Procedure, or Form: Institutional Tenure Guidelines -
Faculty Procedure to Change to Tenure Track Positions
Chapter Number or Appendix Number: Chapter 7 Article Number Article 13.9

Requested Action: Change _____ Add X Remove _____

Faculty Senate (from Tenure Committee) Meeting 11/28/12 continued 12/5/12
(Name of College Group Submitting Change Request) (Date)
[Signature] - Faculty Senate President 12/18/12
(Request Submitted By (Signature/Title)) (Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

This is an addition to Chapter 7.
Article 13.9 is a request to add a new procedure.
Article 13.9 is titled "Faculty Procedure to Change to Tenure Track Positions"

See attached sheet.

This change has been reviewed for consistency with NDUS Policy: no yes ___no ___reviewer initials

Administrative Council Action:
X Request Approved
___ Request Not Approved
___ Request Tabled for Further Review: _____
___ Request Approved with Following Revisions: _____

[Signature] _____ Date: 12/18/12
(Signature/Title)

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2
Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)

Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Article 7.13

Institutional Tenure Guidelines

- 9. Faculty Procedure to Change to Tenure Track Positions**
- A. In the event that a faculty member requests consideration to change from non-tenure to tenure track status the following criteria for eligibility must first be met.**
 - 1) The faculty member has been a full time Lake Region State College faculty member for five consecutive contract years. This application can be submitted during the fifth contract year.**
 - 2) The faculty member is not a member of a low enrollment program for the previous two years.**
- B. A faculty member with this five years Lake Region teaching experience, may be given no more than three years tenure credit.**
- C. The faculty member who meets the eligibility requirements shall appear and present the written justification no later than the February Faculty Senate Tenure Committee meeting. The written request shall provide evidence of teaching effectiveness, fulfillment of professional responsibilities, mastery of subject matter in the discipline, and scholarly growth by the completion of a Master's Degree in the Academic and Business divisions or a Bachelor's Degree in the Trade and Technical division.**
- D. The Tenure Committee shall forward their recommendation in a letter to the Vice President of Instructional Services within ten business days. If the Tenure Committee decides against a positive recommendation, the faculty member may appeal the decision to the full Faculty Senate at the next Faculty Senate meeting.**
- E. The Vice President of Instructional Services shall prepare a letter of recommendation to the President within ten business days.**
- F. The President shall forward a letter of decision to the faculty member and the Tenure Committee by the first business day in May.**



Lake Region State College
Policies and Procedures Manual
Change Request Form

Name of Policy, Procedure, or Form: Faculty Senate Constitution –
Chapter Number or Appendix Number: Chapter 14 Article Number 14.2 Article 5 Section D-8
Chapter 14 Article Number 14.2 Article 5 Section C1-h
Requested Action: Change X Add _____ Remove _____

Faculty Senate Meeting 11/28/12 continued 12/5/12
(Name of College Group Submitting Change Request) (Date)
[Signature] - Faculty Senate President 12/18/12
(Request Submitted By (Signature/Title)) (Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

This is a proposed addition to Administrative Council Action of 10/29/12

Section C. 1.h: Add Outreach Learning Committee to the list
Section D. 8. Outreach Learning Committee
a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate and four faculty members of the Faculty Senate and the Distance Education Director (ex-officio.)
b. Functions:
1. To explore and evaluate other outreach (dual credit, on-line and distance education) curriculum and instructional issues.
2. Review, develop, and recommend compatibility between outreach and on campus salary and benefits policies, teaching load, and working conditions to the President, following North Dakota University System of Higher Education guidelines.
3. Review, develop, and recommend compatibility between outreach and on campus instruction.

This change has been reviewed for consistency with NDUS Policy: no yes ___no ___reviewer initials

Administrative Council Action:

X Request Approved

___ Request Not Approved

___ Request Tabled for Further Review: _____

___ Request Approved with Following Revisions: _____

[Signature]
(Signature/Title)

Date: 12/18/12

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- Staff Welfare Committee President

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Copy 10/29/12 - ORIGINAL in Pres office - pending change noted below.

07/10/08
Lake Region State College Policies and Procedures Manual
Miscellaneous #3
Appendix III



Lake Region STATE COLLEGE

Lake Region State College Policies and Procedures Manual Change Request Form

Name of Policy, Procedure, or Form: Faculty Senate Constitution
Chapter Number or Appendix Number: Chapter 14 Article Number 14.2 Article 5 Section D-8
Chapter 14 Article Number 14.2 Article 5 Section C1-h

Requested Action: Change Add Remove

Faculty Senate
(Name of College Group Submitting Change Request)
[Signature] / President Faculty Senate
(Request Submitted By (Signature/Title))

April 29, 2009
(Date)

10/29/2012
(Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

Section C-1h: Add Outreach Learning Committee to the list.

Section D-8: Outreach Learning Committee

- a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate and four faculty members of the Faculty Senate and Distance Education Director (ex-officio).
- b. Functions
 1. To explore and evaluate other outreach (dual credit, on-line, and distance education) curriculum and instructional issues
 2. Review and establish consistency between outreach and on campus salary and benefits policies, teaching load, and working conditions to the President, following NDUS guidelines.
 3. Review and establish consistency between outreach and on campus instruction.

This change has been reviewed for consistency with NDUS Policy: yes no LH reviewer initials

Administrative Council Action:

Request Approved

Request Not Approved

Request Tabled for Further Review: _____

Request Approved with Following Revisions: delete from D-8 b.2. and establish h

[Signature]
(Signature/Title)

Date: 10/29/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

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- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

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- Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Faculty Senate Minutes
December 5, 2012
Room 33

With a quorum present, the meeting from November 28, 2012 was called back in session by President Dick Olson.

Members present included: Jay Johnson, LoAnn Nelson, Kory Boehmer, Gary Fulsebakke, Theresa Leiphon, Diane Karlsbraaten, Tammy Riggan, Marilyn Buresh, Randy Olson, Rick McAllister, Donna Gutschmidt, Eileen Gray, Jerry Neidlinger, Heidi Schneider, Shaun Prince, Dan Johnson, Curt Herman, Deb Carlson, Tammy Widmer, Jeanette Kenner, Cory Mitzel, Jared Wilhelmi, Michelle Murphy, Kacie Jossart, and Betsy Banner

Members absent included:

Article 7.13: Institutional Tenure Guidelines

Clarify 9-A-1: Add contract years—*The faculty member has been a full time Lake Region State College faculty member for five consecutive contract years.* The faculty member can apply in the 5th year. This tenure change is on a person, not on the position.

Council of College Faculties: No report

Foundation Representative: Discuss scholarships

Old Business:

Policy change on the outreach learning committee: In Section D-8 b 2 & 3 change establish to review, develop and recommend and consistency to compatibility.

Section D-8: b 2: *Review, develop, and recommend compatibility between outreach and on campus salary and benefits policies, teaching load, and working conditions to the President, following NDUS guidelines*

Section D-8 b 3: *Review, develop, and recommend compatibility between outreach and on campus instruction.*

Discussion followed on having two committees (on line task force and outreach learning) and the purpose of each committee.

Marilyn moved to make the changes in Section D-8: b2 & 3 and Rick seconded it. Motion carried.

Article 7.9: Faculty Evaluation—Policy change so that LRSC will be in compliance with state policy. Dan moved to approve the changes and Jay seconded it. Motion carried. The changes will go into effect when approved and signed by the president. Referred to the Faculty Welfare to work with Lloyd on implementing a tool for evaluation.

Article 7.16 Absence and Types of Leave: Grant two personal days per academic year: This article was also referred to the Faculty and Welfare committee.

Meeting adjourned.



Lake Region STATE COLLEGE

Lake Region State College Policies and Procedures Manual Change Request Form

Name of Policy, Procedure, or Form: **Non Class and Classified Personnel**
Chapter Number or Appendix Number: **Chapter 6 Article Number 6.1(1), 6.4, 6.5 (2)**

Requested Action: Change xx Add _____ Remove _____

Instruction Office
(Name of College Group Submitting Change Request)

12-17-2012
(Date)

Lloyd Halvorson, Assistant VP
(Request Submitted By (Signature/Title))

12-17-2012
(Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

See Attachment

This change has been reviewed for consistency with NDUS Policy: yes no _____ reviewer initials

Administrative Council Action:

Request Approved

Request Not Approved

Request Tabled for Further Review: _____

Request Approved with Following Revisions: _____



(Signature/Title)

Date: 12/18/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

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Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Policy Change Request

Article 6.1 Non Classified and Classified Personnel

1. Non Classified

President

Service Area Vice Presidents

~~Physical Plant Director~~

~~Grand Forks Air Force Base Academic Outreach Officer~~

Assistant Vice President of Instructional Services

2. Classified - All positions not listed above are classified and subject to the Broadbanding Personnel policies of the North Dakota University System.

Article 6.4 Non Classified Personnel

Non classified personnel as described in Article 6.1.1 serve as the senior management team for the College. The President serves as the chief executive officer. The Administrative Council includes the President and the Service Area Vice Presidents. ~~The Physical Plant Director and the Grand Forks Air Force Base Academic Outreach Officer~~
The Assistant Vice President of Instructional Services shall serve as a resource persons to the Administrative Council. These non-classified personnel are designated as Officers of the Institution.

Article 6.5 Classified Personnel

1. All classified employees of Lake Region State College, except those herein excluded, are subject to the classification of the North Dakota University Broadbanding System.

2. Lake Region State College personnel excluded from the Broadbanding System are the President, ~~Division~~ **Service Area** Vice Presidents, **the Assistant Vice President of Instructional Services** ~~Physical Plant Director, Grand Forks Air Force Base Academic Outreach Officer~~ and faculty.



Name of Policy, Procedure, or Form: Faculty Evaluations
Chapter Number or Appendix Number: Chapter 7 Article Number 7.9 (1 and 2)

Requested Action: Change xx Add Remove

Instruction Office 12-17-2012
(Name of College Group Submitting Change Request) (Date)

Lloyd Halvorson, Assistant VP 12-17-2012
(Request Submitted By (Signature/Title) (Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

See Attachment. Change has been approved by the Faculty Senate at their December, 2012 meeting.

This change has been reviewed for consistency with NDUS Policy: X yes no reviewer initials

Administrative Council Action:

- Request Approved
Request Not Approved
Request Tabled for Further Review:
Request Approved with Following Revisions:

Signature/Title Date: 12/18/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

- Faculty Senate President
Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
Computer Services Director (for upload to the web)

Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Article 7.9 Faculty Evaluation

Faculty shall be evaluated utilizing three (3) components: 1) supervisor evaluation, 2) student evaluation, and 3) **classroom observations**. ~~profile of professional development and involvement institutional and community services.~~ The evaluations are intended to be used as instruments for improvements of instruction. The Vice President of Instructional Services may use the evaluation for salary promotions and/or retention. These evaluations will also be available to the Faculty Senate Tenure Committee as provided for under the Institutional Tenure Guidelines. (See Chapter 7.13.)

1. ~~Supervisor~~ Faculty Evaluations

A. **A supervisory evaluation will be conducted each year when a classroom observation evaluation is not scheduled.**

Frequency

- 1) ~~Year 1~~—One evaluation in fall, one evaluation in spring
- 2) ~~Year 2, 4, and 6~~—One evaluation during the school year
- 3) ~~Years 7 and over~~—One evaluation every three years
- 4) ~~Part-time Faculty evaluations will be conducted following the same schedule as above (1-3) for full-time faculty.~~

~~*Additional evaluations may be conducted upon the instructor's request or at the option of the administration, in the case of non-tenured faculty.~~

B. A "Faculty Evaluation"—**"Classroom Observation Evaluation"** (See Appendix III: Miscellaneous # 38) will be used as the standard evaluation instrument **with the following frequency:**

- 1) **Year 1 - One evaluation in fall, one evaluation in spring**
- 2) **Year 2, 4, and 6 - One evaluation during the school year**
- 3) **Years 7 and over - One evaluation every three years**
- 4) **Part-time Faculty evaluations will be conducted following the same schedule as above (1-3) for full-time faculty.**

***Additional evaluations may be conducted upon the instructor's request or at the option of the administration, in the case of non-tenured faculty.**

C. One (1) calendar weeks' notice shall be given to the instructor **prior to any classroom observation evaluation.**

D. **The Within one week, the supervisor will meet with the faculty member to review the classroom observation evaluation.** Upon completion of the review, the faculty member will sign the evaluation **and be given an opportunity to make comments or observations of their own.**

E. If the instructor disagrees with the supervisor's evaluation **or the classroom observation evaluation**, an evaluation by the President may be requested. This second evaluation by the President shall also be included in the faculty member's file.

2. Student Evaluations

A. Frequency*

- 1) Non-Tenured Faculty
 - a) Years 1 and 2 - Two classes each semester
 - b) Years 3 through 6 - One class each semester
- 2) Tenured Faculty: One class each year
- 3) Part-time Faculty: One class each semester

*Additional **student** evaluations may be conducted upon instructor's request or at the option of the administration, in the case of non-tenured faculty.

B. A "Student Opinion of Teaching Effectiveness" form (See Appendix III: Miscellaneous # 19) will be the standard evaluation instrument.

C. Forms will be handed out and returned to the ~~Vice President of Instructional Service's Office~~ by a designated student in each class.

D. Forms will be tabulated by **summarizing ing both the numerical and written** the responses **and dividing the number of questions responded to.** ~~Tabulations should~~ **The summary will** be returned to the instructor.



Lake Region STATE COLLEGE

Lake Region State College Policies and Procedures Manual Change Request Form

Name of Policy, Procedure, or Form: **Position Authorization Procedure**
Chapter Number or Appendix Number: **Chapter 11 Article Number 11.5**

Requested Action: Change _____ Add XX _____ Remove _____

Instruction Office
(Name of College Group Submitting Change Request)

12-19-2012
(Date)

Lloyd Halvorson, Assistant VP
(Request Submitted By (Signature/Title))

12-19-2012
(Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

See Attachment

This change has been reviewed for consistency with NDUS Policy: yes no _____ reviewer initials

Administrative Council Action:

Request Approved

Request Not Approved

Request Tabled for Further Review: _____

Request Approved with Following Revisions: _____



(Signature/Title)

Date: 12/26/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)

Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Chapter 11 Article 11.5

Application, Recruitment, and Appointment of Volunteers

A Lake Region State College volunteer who is required by policy to undergo a criminal background check shall also be trained in fraud prevention, sexual harassment, and/or other topics as directed by human resources. Employees utilizing a volunteer on a regular basis shall (1) complete the volunteer application form, (2) obtain approval from the supervising vice president, and (3) secure workers compensation insurance by notifying human resources.



Lake Region State College
Policies and Procedures Manual
Change Request Form

Name of Policy, Procedure, or Form: Faculty Senate Constitution-Professional Growth
Chapter Number or Appendix Number: 14.2 Article Number V, Section D (2)

Requested Action: Change xx Add Remove

Instruction Office (Name of College Group Submitting Change Request) 12-17-2012 (Date)

Lloyd Halvorson, Assistant VP (Request Submitted By (Signature/Title) 12-17-2012 (Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

See Attachment

This change has been approved on a first reading by the full Faculty Senate and will have its second reading in January.

This change has been reviewed for consistency with NDUS Policy: X yes no reviewer initials

Administrative Council Action:

- Request Approved
Request Not Approved
Request Tabled for Further Review:
Request Approved with Following Revisions:

(Signature/Title Date: 12/18/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

- Faculty Senate President
Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
Computer Services Director (for upload to the web)

Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Changes to the Faculty Senate Constitution

The following change to the Faculty Senate Constitution was passed during its first reading in December. Second reading will take place in January.

Policy 14.2, Article V, Section D

2. Professional Growth Committee

a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate, ~~and four~~ faculty members **nominated and confirmed by** ~~of~~ the Faculty Senate, **and a non-voting secretary nominated by the Vice President of Instructional Services and confirmed by the Faculty Senate.**

b. Functions:

1. To plan, develop, and implement a faculty development program.
2. To implement in-service programs and/or faculty developmental leaves aimed at improvement of knowledge, skills, and attitudes.
3. To design and recommend faculty and program evaluation systems, including recommendations for promotion and tenure.
4. To make recommendations on any faculty development funds **and** appeals.
5. ~~To develop and administer any academic ranking system, subject to the approval of the Faculty Senate.~~



Lake Region STATE COLLEGE

Lake Region State College Policies and Procedures Manual Change Request Form

Name of Policy, Procedure, or Form: Faculty Handbook
Chapter Number or Appendix Number: Pay Day Article Number _____

Requested Action: Change Add _____ Remove _____

Personnel Office
(Name of College Group Submitting Change Request)

Becky S...
(Request Submitted By (Signature/Title))

(Date)
12/12/12
(Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)
see attached - Paper checks no longer an option
Please update crossed out section.

Direct Deposit is mandatory for payroll checks
at LRSC. Exemptions may be permitted in
special circumstances.

This change has been reviewed for consistency with NDUS Policy: yes no _____ reviewer initials

Administrative Council Action:
 Request Approved

_____ Request Not Approved

_____ Request Tabled for Further Review: _____

_____ Request Approved with Following Revisions: _____

Becky S...
(Signature/Title)

Date: 12/10/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2
Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)
- Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Pay Day

Salary checks for college personnel are issued twice each month. Pay day shall be the last day of the month for the pay period consisting of the first day of the month to the fifteenth day of the month. For dates worked from the sixteenth of the month to the end of the month pay day will be the fifteenth of the following month. *If pay day falls on a Saturday, Sunday, or holiday the preceding work day will be pay day.*

~~Personnel have the option of receiving their check personally or may use Direct Deposit, (make arrangements with the Personnel Officer). Summer checks for~~

~~personnel on vacation are not mailed unless arrangements are made with the personnel office in advance.~~



Lake Region State College
Policies and Procedures Manual
Change Request Form

Name of Policy, Procedure, or Form: Faculty sick leave
Chapter Number or Appendix Number: Chapter 7 Article Number 3A 3.
and B
Requested Action: Change Add Remove

Personnel Office
(Name of College Group Submitting Change Request) _____ (Date) _____
Becky Sny
(Request Submitted By (Signature/Title)) _____ (Date) 12/10/12

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

See attached for changes - Dependent leave
policy changed in state statute

This change has been reviewed for consistency with NDUS Policy: yes no reviewer initials

Administrative Council Action:

Request Approved

Request Not Approved

Request Tabled for Further Review: _____

Request Approved with Following Revisions: _____

[Signature]
(Signature/Title)

Date: 12/20/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2
Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)
- Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

3. Sick Leave:

A. Sick leave, including maternity, is a benefit granted by the institution to faculty. It is an insurance benefit allowing faculty members to build a reserve of days they can use for their extended illnesses. Sick leave may be used by a faculty when:

1. The faculty member is ill or injured and is unable to work.
2. The faculty member has an appointment for the diagnosis or treatment of a medically related condition.

3. The faculty member wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the faculty's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the faculty member or who resides with the faculty for the purpose of the faculty providing care to the family members. Sick leave used for these purposes shall not exceed five days per academic year. Additional days may be used at the discretion of the

Sick leave used for these purposes shall not exceed eighty hours per calendar year, except that with the concurrence of the appropriate administrative office, an employee may take up to an additional ten percent of the employee's accrued sick leave to care for an eligible family member who has a serious health condition. The calculation of this additional amount which is available to be taken by an employee is based upon the sick leave balance of the employee at the time of approval.

B. Faculty members who use sick leave are responsible for informing their supervisors prior to start of their scheduled work period. The next working day returning faculty members will complete an "Absence from Campus and Travel Authorization Request" **Employee Leave Form** indicating personal or dependent sick leave. Missing a scheduled class due to faculty or dependent illness must be taken on a minimum half-day (4 or 8 hour increments) basis. A faculty member taking more than five (5) consecutive days of sick leave during any year may be required to submit satisfactory medical verification to the Vice President of Instructional Services when deemed necessary. Faculty with a summer contract that includes regularly scheduled class meetings will accumulate one (1) day per summer session.

C. Sick leave is granted on the basis of continuous services from date of employment for full-time and half-time faculty. Sick leave for full-time faculty is granted on the basis of ten (10) days per academic year of service. Sick leave for half-time or more faculty is granted on a basis of five (5) days per academic years of service.

D. A faculty member with at least ten (10) continuous years of state employment who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the faculty's unused sick leave accrued. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the faculty member's salary or wage at the time the faculty leaves the employ of the state.

E. At the discretion of the Vice President of Instructional Services, a faculty member may be granted sick leave in advance of the accumulation thereof. If a faculty member terminates employment, any sick leave taken in advance of accumulation shall be deducted from the faculty's last paycheck. Accrued sick leave is transferable to any state agency if transferable sick leave is recognized by that agency or institution.

F. Current full-time Lake Region State College faculty employed at the time that this policy takes effect July 1, 2003 shall be granted accumulated sick leave of eight (8) days per academic year of employment at Lake Region State College.

Current half-time Lake Region State College faculty shall be granted accumulated sick leave of four (4) days per academic year of employment at Lake Region State College. There is no limit to the number of sick leave days that a faculty member may accrue. **12/11/07 Lake Region State College Policies and Procedures Manual Chapter 7.0 Page 17 Faculty**

G. This sick leave policy does not impact any personal or bereavement leave.

[Faculty Senate approved 03/26/03]

[Administrative Council Approved 5/5/03]



Lake Region State College
Policies and Procedures Manual
Change Request Form

Name of Policy, Procedure, or Form: Forms
Chapter Number or Appendix Number: _____ Article Number _____

Requested Action: Change _____ Add X Remove _____

Personnel Office
(Name of College Group Submitting Change Request)

(Date)
12/13/12

Becky Syk
(Request Submitted By (Signature/Title))

(Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)
Add a form to request additional 10% of sick balance for dependent sick leave for a serious health condition of a family member.

See attached form and NDUS policy on Dependent Sick leave (7.1)

This change has been reviewed for consistency with NDUS Policy: yes no _____ reviewer initials

Administrative Council Action:

- Request Approved
- Request Not Approved
- Request Tabled for Further Review: _____
- Request Approved with Following Revisions: _____

[Signature]
(Signature/Title)

Date: 12/18/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)
- Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family members. Sick leave used for these purposes shall not exceed eighty hours per calendar year, except that with the concurrence of the appropriate administrative office, an employee may take up to an additional ten percent of the employee's accrued sick leave to care for an eligible family member who has a serious health condition. The calculation of this additional amount which is available to be taken by an employee is based upon the sick leave balance of the employee at the time of approval.



Lake Region State College Additional 10% Dependent Leave Request

TO BE COMPLETED BY EMPLOYEE (Type or Print)

1. LAST NAME	2. FIRST NAME	3. MIDDLE INITIAL	4. EMPLID#
--------------	---------------	-------------------	------------

5. DEPARTMENT NAME	6. CONTACT PHONE #
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7. REASON FOR REQUESTED LEAVE:

A. To care for the employee's child after birth, or placement for adoption or foster care.
(May be required to provide a Certification of Health Care Provider form or other form of documentaion for adoption/foster care within 15 calendar days of this request)

B. To care for the employee's spouse, child, or parent who has a serious health condition.
(Must provide a Certification of Health Care Provider form within 15 calendar days of this request)

8. APPROX. LEAVE START DATE	9. APPROX. RETURN TO WORK DATE	10. LEAVE IS BEING REQUESTED ON AN INTERMITTENT OR REDUCED SCHEDULE: <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach a proposed work schedule)
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11. IF LEAVE BALANCES ARE NOT SUFFICIENT TO COVER THE PERIOD OF ABSENCE, THE FOLLOWING IS REQUESTED:

A. Additional ten percent of dependent sick leave to care for an eligible family member who has a serious health condition.
(See NDUS Policy 7.1).

12. Your request for additional 10% Sick Leave is contingent upon approval. (NDUS HR Policy 7.1)

Sick Leave Bal.	As of Date	10% hrs	Hours Requested
-----------------	------------	---------	-----------------

13. Leave reporting forms will be required to be submitted to my supervisor for any paid leave taken.

Signature of Employee

Date

Your request for additional 10% sick leave has been:

Approved	Denied

Signature of HR/Payroll Office

Date

Medical Records Privacy Rights: All medical information must be handled in a confidential manner and is protected by the Health Insurance Portability and Accountability Act (HIPAA).



Lake Region STATE COLLEGE

Lake Region State College Policies and Procedures Manual Change Request Form

Name of Policy, Procedure, or Form: _____
Chapter Number or Appendix Number: _____ Article Number _____

Requested Action: Change _____ Add Remove _____

HR

(Name of College Group Submitting Change Request)

(Date)
12/17/12

(Date)

(Request Submitted By (Signature/Title))

Text of Requested Change: (Continue on Other Side or Attached separate sheet)
Please add the attached Background checks
policy and procedures to the Policy and
Procedure manual

This change has been reviewed for consistency with NDUS Policy: yes no _____ reviewer initials

Administrative Council Action:

Request Approved

_____ Request Not Approved

_____ Request Tabled for Further Review: _____

_____ Request Approved with Following Revisions: _____

(Signature/Title)

Date: 12/21/12

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2
Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)
- Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Lake Region State College
Employee/Volunteers Criminal History Background Investigations
12/19/2012

Policy:

Lake Region State College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors; and to protecting its funds, property and other assets. Well-informed hiring decisions contribute to this effort. To assist in this endeavor Lake Region State College will conduct a background investigation on faculty, staff, students hired for positions and volunteers as indicated in this policy.

The North Dakota State Board of Higher Education adopted SBHE Policy 602.3 requiring that each institution adopt a policy or procedure regarding checks on job applicants. The Chancellor adopted NDUS Procedure 602.3 authorizing positions for FBI checks. This policy and procedure has been adopted to implement SBHE Policy 602.3 and NDUS Procedure 602.3 for job applicants and current employees at Lake Region State College.

Type of Background Checks:

- A. A nationwide FBI criminal history background check is **required before the beginning of work** for the following positions:
 - 1. Police Officer
 - 2. Security Guard

- B. A criminal history records check, which may be a North Dakota BCI check, a FBI nationwide check or private vendor check is **required before beginning work** for the following positions (benefited, non-benefited and volunteers).
 - 1. Presidents and Vice Presidents
 - 2. Residence hall and apartment manager or director and assistants
 - 3. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities
 - 4. Child care employees and other employees who have unsupervised contact with children
 - 5. Employees, including faculty, with access to potentially dangerous chemicals and other substances as part of their job responsibilities
 - 6. Counselors and Coaches
 - 7. Information Technology Staff
 - 8. Employees responsible for, or with unsupervised access to, cash, credit, debit or other financial transactions or numbers, or confidential or other protected information, including medical records, social security numbers, tax, retirement, or vendor or contractor proprietary or other confidential information
 - 9. All other benefitted staff positions not already described in Sections A or B above

- C. A criminal history background check for faculty positions not mentioned in sections A and B is not required but may be requested by the Vice President for Instructional Services. Any criminal history background check requested by the Vice President for Instructional Services must be successfully completed before the beginning of work.

- D. A check may be done on any current employee or volunteer holding any of the above listed positions and pursuant to the above guidelines, if deemed in the best interests of Lake Region State College

Background checks will be used only to evaluate candidates/employees for employment purposes and will not be used to discriminate on the basis of sex, race, color, religion, age, physical or mental disability, status with regard to marriage or public assistance, sexual orientation, or participation in lawful activity off the employer's premises during non-working hours.

Procedures:

Position Announcements – Position announcements for positions requiring a check will include this statement: "A criminal history check will be conducted on the finalist prior to beginning employment".

Offer of Employment – An offer to the finalist, for which a background check is required or requested, may be made "contingent upon successfully completing a criminal history check." Employment will not begin until results of the required or requested check are received.

Criminal History Background Check Authorization Form – A Criminal History Background Check Authorization Form will be obtained as part of the interview process. Declining to complete the authorization form will remove the candidate from further consideration for the vacancy. The form will be processed for the final candidate if required or requested. Authorization is made with the understanding that Lake Region State College reserves the right to withdraw the offer of employment or terminate employment if the results of the check are unsatisfactory.

Upon receipt of the Criminal History Background Check Authorization Form and recommendation for hire, HR will process the authorization for the background check with the appropriate agency or private licensed vendor. The fee for the background check will be paid for by Lake Region State College.

Background Check Result Handling -

1. After all requested background investigation reports are received and reviewed, the HR Office will notify the supervisor of the results. The supervisor will notify the finalist of the results. If the record is clear, employment may be finalized.
2. If the record is not clear, a review will be conducted by the VP of Administrative Services and the supervisor. A previous criminal conviction does not automatically disqualify an applicant for consideration. Candidates' eligibility will depend on a variety of factors, such as the nature, severity, and frequency of the offense or offenses; the time elapsed since conviction and the rehabilitation record; the actions and activities of the individual since the offense or offenses; including the individuals subsequent work history; the truthfulness and completeness of the candidate's disclosure of the conviction(s); whether a criminal conviction has a direct bearing on the individual's ability to fulfill job duties and responsibilities; the risk to the safety and welfare of employees, students, general public, or Lake Region State College property; and any other relevant information.
3. A discovery of falsification, including misrepresentation or failure to disclose relevant information as part of the recruitment and application process, will disqualify a candidate from employment consideration. If the candidate is a current employee, falsification may also subject the individual to disciplinary action, up to and including termination.
4. The background check records will be maintained in accordance with North Dakota open records laws and records retention policies of Lake Region State College.

Denial of Employment –

1. If employment is denied or an offer of employment is withdrawn based on either a BCI or FBI investigation report, the finalist/employee has no right of appeal. However, the individual has the right to challenge any of the information on the criminal history record. The challenge must be made directly to either the BCI or FBI by the individual. If the finalist/employee challenges the information on his/her criminal history record, the decision by the College to deny or to withdraw an offer of employment is suspended for one week. If the challenge results in no changes in the background record or changes which do not cause the employment decision to be changed, the College decision on employment for this individual is final.
2. Anyone denied employment on the basis of a background check made through a private vendor is afforded certain rights under the Fair Credit Reporting Act (FCRA). The HR office will coordinate the notification of the decision with the vendor and provide the appropriate notifications to the finalist/employee.