

Approved on 5/2/2016

Administrative Council Meeting Minutes

Thursday, April 21, 2016

President's Office 1:00 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

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggin- Karen Clementich -Faculty Senate Representatives

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:02 p.m. on 4/21/16.

b) Review of April 4, 5, & 13, 2016 Minutes

i) The minutes of the April 4, 5, & 13, 2016 meetings were reviewed and approved.

2) OLD BUSINESS

a) Campus Clean-Up & Pot Luck (President)

b) Budget (Administrative Affairs-Kenner)

i) HR Manager Lillehaugen provided information on early retirement options, comparing guidelines from the University System Office and UND's policy. **VP Halvorson discussed potential options for LRSC and will work with HR Manager Lillehaugen to define a policy for LRSC to present for Council's approval.**

3) NEW BUSINESS

a) Per Diem Breakfast-Provided (Administrative Affairs)

i) VP Kenner discussed the possibility of denying the breakfast per diem to employees if the hotel they stay in includes a hot breakfast. Council discussed and agreed employees should only ever claim reimbursement if they purchase breakfast and the honor system is an adequate policy.

b) 95% FY-17 Budget Projection (Administrative Affairs)

i) President Darling requested VP's direct staff to prepare their FY 17 budget considering 90% of their current budget. Making non-payroll cuts in addition to the 1.5 million in cuts by examining dues, memberships and travel expenses comprehensively.

ii) VP Kenner suggested faculty professional growth funding be utilized only for tuition expenses incurred for faculty to meet the new HLC rules. VP Halvorson indicated he will also consider conferences offering training sessions that will be used toward satisfying the HLC requirement and for expenses of continuing education to maintain licensures and certifications required or encouraged by LRSC.

c) Policy & Procedure Change Requests (*approved policies attached below*)

i) 400.13.03 PURCHASING CARD (Administrative Affairs)

(1) Council discussed the wording and agreed to table the policy for further review.

ii) 400.18 DEBARRED & SUSPENDED VENDORS (Administrative Affairs)

(1) Council agreed and approved the request.

iii) 400.19 ALTERATIONS TO COLLEGE FACILITIES (Administrative Affairs)

(1) Council agreed and approved the request.

iv) 400.33 TUITION WAIVERS (Human Resources)

(1) Council agreed and approved the request.

v) 600 POLICY MANUAL (Human Resources)

- (1) Council agreed and approved the request.
 - vi) 700.13.5g, 7d, & 9c INSTITUTIONAL TENURE GUIDELINES (Faculty Senate)
 - (1) Council agreed and approved the request.
 - vii) 700.14.4 & 8c FACULTY RANK/PROMOTIONS (Faculty Senate)
 - (1) Council agreed and approved the request.
 - viii) 700.16.5e ABSENCES AND TYPES OF LEAVE (Faculty Senate)
 - (1) Change all references to “Bereavement leave” to “Funeral leave” to be consistent with state policy language throughout the document.
 - (2) Council agreed and approved the request with revisions.
 - ix) 700.16 ABSENCES AND TYPES OF LEAVE (Human Resources)
 - (1) Council discussed and agreed to deny the request.
 - x) 700.17.2 TRAVEL (Faculty Senate)
 - (1) Council agreed and approved the request.
 - xi) 700.18 RETIREMENT (Human Resources)
 - (1) Council agreed, denied the request, and recommends deleting policy as it is not a true policy.
 - xii) 700.22.1 FACULTY GRIEVANCE PROCEDURE (Faculty Senate)
 - (1) Council agreed and approved the request.
 - xiii) 1400.05 LRSC STAFF SENATE CONSTITUTION & BYLAWS (Staff Senate)-[Tabled for discussion with Staff Senate President.](#)
- d) **Courtyard Windows** (Administrative Affairs)
- i) VP Kenner presented a proposal for the window replacement project in the courtyard. Some of the windows would be eliminated and new windows would be matched to the windows currently used in Heritage Hall. Council liked the overall concept of eliminating some of the windows and matching Heritage Hall and agreed it will be important to maintain good visibility into the courtyard and to receive adequate natural sunlight in the building. Further discussion will take place prior to the final project design.
- e) **Flowerbed Retaining Wall** (Administrative Affairs)
- i) Council deliberated on the extent of the courtyard facelift prior to the 75th. Concern over fixing flowerbeds for the celebration only to potentially distress them with wall and window reconstruction later. Council decided to paint the current retaining wall as a temporary measure until after the window project is completed.
- f) **Old Weight Room** (Academic/Student Affairs)
- i) VP Halvorson informed council the Athletic Department requests permission to remodel the old weight room using only non-institutional funding (donations and volunteers). VP Kenner expressed his concern that remodeling the old weight room is not a high priority and, at this time of budget cuts, would send a negative message to campus. President Darling disagreed but at the same time cannot commit institutional funds for the project. The Booster Club’s \$30,000 agreement to the institution remains outstanding and will have to be met prior to funding upgrades to the room.
- g) **Tuition Waivers/Scholarships for Athletics** (Academic/Student Affairs)
- i) VP Halvorson conveyed discontent with the prices the institution charges athlete’s for their meal plan and the overall disproportionate amounts the athletic department is bringing into the institution with no waiver being offered in exchange.
- h) **Counseling Collaboration** (Academic/Student Affairs)
- i) VP Halvorson discussed possibly partnering with other two year institutions to assist those that do not have counselors on staff.
- 1) **ADJOURNMENT**
- a) **Upcoming Scheduled Council Meetings**
- i) The next meetings of the Administrative Council will be:
 - (1) Monday, May 2 @ 1:00p
 - (2) Monday, May 16 @ 1:00p



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
DEBARRED & SUSPENDED VENDORS	400	18

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
This is a new policy per audit recommendations and Federal requirements.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Administrative Affairs	3/8/16
SIGNATURE & TITLE OF SUBMITTER	DATE
	3/8/16

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
	4/21/16

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:

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- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

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

SECTION 400.18
DEBARRED VENDORS

The Office of Management and Budget requires that all federally awarded agencies and recipients comply with the non-procurement debarment and suspension common rule implementing Federal Executive Order #12549 and #12689, "Debarment and Suspension". Lake Region State College will not use funds to purchase goods and services from vendors who have been debarred or suspended from doing business with the federal government. Prior to contract award, and in accordance with Federal requirements, LRSC employees that are purchasing goods will verify the status of a proposed vendor.

All parties, debarred and suspended by the federal government, are listed on the SAM website. Verification of the status of a proposed supplier can be obtained from the List of Parties Excluded From Federal Procurement or Non-procurement Programs, issued by the General Services Administration (GSA) located at (SAM) <https://www.sam.gov>. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

Results from the search shall be made part of the contract documentation and verified on the *Voucher Payment Form*. No award is to be made before debarment status has been reviewed and approved. Should a prospective vendor be found to be debarred or suspended by the Federal government, the contract will become null and void, as payment will not be made.



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
ALTERATIONS TO COLLEGE FACILITIES	400	19

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Move to facilities section & change policy number to 1000.12.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Administrative Affairs	3/10/16
SIGNATURE & TITLE OF SUBMITTER	DATE
	3/10/16

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|---|--|
| <input checked="" type="checkbox"/> REQUEST APPROVED

<input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____

<input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |
|---|--|

LRSC PRESIDENT'S SIGNATURE	DATE
	4/2/16

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

SECTION 400.19

ALTERATIONS TO COLLEGE FACILITIES/WORK ORDER

1. No alterations or modification work of any kind may be carried out on College facility/property without permission from the Physical Plant Director.
 2. Any requests for alterations or modification work must be submitted to the Physical Plant Director. Exceptions are routine repairs such as maintenance and custodial operations.
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History



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

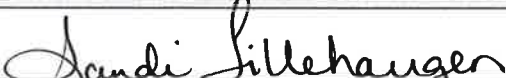
NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
TUITION WAIVERS	400	33

REQUESTED ACTION: CHANGE ADD REMOVE

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

Correct name of form used for dependent waivers and the office to file waivers.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Human Resource Office	3/8/2016
SIGNATURE & TITLE OF SUBMITTER	DATE
	3/8/2016

ADMINISTRATIVE COUNCIL ACTION:

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

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SECTION 400.33

TUITION WAIVERS

DEPENDENT TUITION WAIVER

The Staff and Faculty Dependent Tuition Waiver will include a 50% tuition waiver at Lake Region State College covering all eligible dependents (child and spouse) of benefited employees. This will include students who are full and part-time on campus (LRSC or GFafb campuses), dual credit, and online. The definition of dependent children will be the same as for receiving family health benefits. To be eligible, a Family Faculty and Staff Dependent Tuition Waiver Form must be filed with the Financial Aid Director/Human Resource Office prior to enrolling in a course or program.

FACULTY AND STAFF TUITION WAIVER

The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education.

1. The Tuition Waiver Program is to provide opportunity for eligible employees to have tuition waived for courses taken at any of the institutions of the North Dakota University System. Participation is voluntary and courses may be taken for career development.
2. All benefited employees are eligible to receive the employee tuition waiver. Benefited employees are defined as employees, including probationary employees, who work at least 20 hours per week and 20 weeks per year.
3. The waiver or payment shall be limited to no more than three academic classes during each calendar year for NDUS undergraduate and graduate courses as outlined below.
 - a. For on-campus, face-to-face academic classes at an institution within the North Dakota University System, a waiver will be applied with students responsible for non-covered fees and class materials.
 - i. The employee must obtain initial approval from his/her immediate supervisor and/or department head and eligibility approval.
 1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
 - b. For off-campus face-to-face, hybrid/blended, independent study, online asynchronous, online synchronous, or interactive video-based courses, Lake Region State College shall waive or pay, at a minimum, 50% of the cost, with the employee paying any remaining balance and for non-covered fees and class materials.
 - i. The employee must obtain initial approval from his/her immediate supervisor and/or department head and approval from Human Resources.
 1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
 - ii. The employee must present a structured plan of study that relates to Lake Region State College career development.
 - iii. The employee must submit an approved *Tuition Waiver Request* form to the Human Resources Office.
 1. Tuition waiver request approval will be granted subject to available funds.

- c. Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution.
 - d. This waiver does not apply to non-credit community or continuing education programs.
 - e. Lake Region State College will pay for a class once, and if a passing grade is not received, the employee may have to pay full tuition to retake the class.
 - f. Employees granted tuition waivers are enrolled in classes on a space-available basis. No classes will be created solely for employees receiving a tuition waiver.
 - g. An employee who has an overdue Accounts Receivable balance with any North Dakota State University System institution may not receive a tuition waiver.
4. Eligible employees taking a class for credit at Lake Region State College, with an approved tuition waiver, will have all fees waived, with the exception of NDSA and ConnectND fees.
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History

Administrative Council Approved 07/28/09

Administrative Council Approved 09/03/14

Administrative Council Approved 07/07/15



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

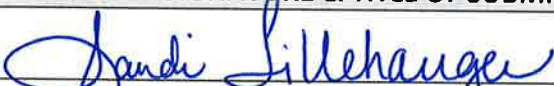
NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Policy Manual	600	

REQUESTED ACTION: CHANGE ADD REMOVE

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


I would like to change the heading on section 600 from Non-classified and Classified Personnel to General Employment and then use this section for employment related policies. This heading is consistent with other NDUS institutions.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
HR Manager	3/22/2016
SIGNATURE & TITLE OF SUBMITTER	DATE
	

ADMINISTRATIVE COUNCIL ACTION:

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	4/21/16

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- 400.15 Solicitation of Funds
- 400.16 Overtime and Compensatory Time
- 400.17 Usage of College Property
- 400.17.01 Off Campus Use of State Property
- 400.17.02 Personal Use of State Property
- 400.18
- 400.19 Alterations to College Facilities/Work Order
- 400.20 Distracted Driving
- 400.21 Vehicle Usage
- 400.22 Parking
- 400.22.01 Snow Removal
- 400.23 Mail Services
- 400.24
- 400.25 Tobacco Free Campus
- 400.26 Drug Free Workplace
- 400.27
- 400.28 Telephone Usage
- 400.29
- 400.30
- 400.31 Bookstore
- 400.32 Dining Services
- 400.33 Staff and Faculty Dependent Tuition Waiver
- 400.34 Waivers
- 400.35 Salary Administrative
- 400.36 Theft and Fraud
- 400.37 Cell Phone

SECTION 500 - College Councils and Committees

- 500.01 General
- 500.02 Structure
- 500.03 Faculty Senate
- 500.04 College Councils
- 500.05 College Committees
- 500.06 College Consultative Groups

SECTION 600 - Non Classified and Classified Personnel

- 600.01 Non Classified and Classified Personnel
- 600.02 Position Descriptions
- 600.03 General
- 600.04 Non Classified Personnel
- 600.05 Classified Personnel
- 600.06 Classified Staff Development

SECTION 700 - Faculty

- 700.01 General
- 700.02 North Dakota University System of Higher Education Policy
- 700.03 Qualification and Selection



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

Table with 3 columns: NAME OF POLICY, PROCEDURE OR FORM; CHAPTER NUMBER; ARTICLE NUMBER. Row 1: Institutional Tenure Guidelines; SECTION 700.13; SECTION 700.13.5g, 7d, and 9c

REQUESTED ACTION: [X] CHANGE [] ADD [] REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.) See Attached Form: Summary: 5g. Updating present titles 7d. Making language consistent with policy and HLC language 9c. Making language consistent with 7d

Table with 2 columns: HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?; Reviewer Initials. Row 1: [] YES [] NO

Table with 2 columns: NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST; DATE. Row 1: Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair; 4/15/16. Row 2: Faculty Senate President, Tammy Riggis; 4/15/16. Row 3: SIGNATURE & TITLE OF SUBMITTER; DATE. Row 4: [Handwritten signatures]; 4-15-16, 4-15-16

ADMINISTRATIVE COUNCIL ACTION:

- [X] REQUEST APPROVED [] REQUEST TABLED FOR FURTHER REIEW Date: [] REQUEST NOT APPROVED [] REQUEST APPROVED WITH REVISIONS Date:

Table with 2 columns: LRSC PRESIDENT'S SIGNATURE; DATE. Row 1: [Handwritten signature]; 4/21/16

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

**SECTION 700.13
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*.
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 1400.02)
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 Academic and Student Affairs, 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 NDUS Vice Chancellor of Academic and Student Affairs** 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 the 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

i. A letter of application supporting the request for tenure and evaluation data which would include:

1. Student evaluations
2. Evaluation reports for the past five (5) years prepared by the Vice President of Academic and Student Affairs or the Vice President's designee
3. Any reaction from the applicant to these evaluations

ii. Current transcripts and documentation of any additional courses, workshops, or seminars.

iii. A minimum of four letters of recommendation which would include letters from:

1. The Vice President of Academic and Student Affairs
2. A peer from within the applicant's division
3. A peer from outside the applicant's division

iv. 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.)~~ **Candidates teaching in the academic discipline must have earned a Master's Degree. Candidates teaching in the career and technical areas must have earned a Bachelor' Degree.**

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 on 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.

9. Faculty Procedure to Change 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:

- i. The faculty member has been a full-time Lake Region State College faculty member for five (5) consecutive contract years. This application can be submitted during the fifth contract year.
 - ii. The faculty member is not a member of a low enrollment program for the previous two (2) years.
 - b. A faculty member with this five (5) years Lake Region State College 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 the scholarly growth by the completion of a Master's Degree in the ~~Academic and Business divisions discipline~~ or a Bachelor's Degree in the ~~Trade and Technical career and technical disciplines. division.~~
 - d. The Tenure Committee shall forward their recommendation in a letter to the Vice President of Academic and Student Affairs within ten (10) 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 Academic and Student Affairs shall prepare a letter of recommendation to the President within ten (10) 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.
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History

Executive Dean Approved 700.13 (8) 06/01/88

Administrative Council Approved 700.13 (8) 12/18/12

Administrative Council Approved 700.13 (9) 12/18/12



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Faculty Rank/Promotions	SECTION 700.14	SECTION 700.14.4 and 8.c

REQUESTED ACTION: CHANGE ADD REMOVE

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

See Attached Form: Summary:
 4: Not Needed
 8c: Deletions and Additions for Clarification of the Process

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	4/15/16
Faculty Senate President, Tammy Riggan	4/15/16
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i> <i>Tammy Riggan</i>	4-15-16 4-15-16

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
	4/21/16

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

SECTION 700.14

FACULTY RANK/PROMOTIONS

1. Policy: Lake Region State College shall establish a system of faculty rank.
2. Statement of Purpose: The purpose of faculty rank at Lake Region State College is to acknowledge and reward members of the faculty for professional competence and service to the institution. Procedures and criteria for the attainment and advancement of rank have been established to assure that quality performance is rewarded and recognized. Faculty members will retain their rank/status after moving into a professional staff status.
3. Definitions of Faculty Rank:
 - a. Instructor - Full-time, tenure and non-tenure track.
 - b. Assistant Professor - Full-time, tenure and non-tenure track faculty.
 - c. Associate Professor - Full-time, tenured and non-tenure track faculty.
 - d. Professor - Full-time, tenured faculty member who has successfully met the criteria for professorship and been awarded this rank by the President.
4. Tenure Committee: ~~The Tenure Committee shall be appointed by the Faculty Senate.~~ If one of the members of the Tenure Committee wishes to apply for promotion, the President of the Faculty Senate shall appoint a substitute committee member.
5. Application Procedure for Assistant Professorship: Applicants for an assistant professorship shall possess a bachelor's degree. By January 1, the candidate for promotion to the rank of Assistant Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of at least three (3) years of service in the rank of instructor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional material and development and professional activity in teaching methods.
 - c. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the University.
6. Applicants for associate professorship teaching in an academic discipline should ordinarily possess a master's degree. Applicants for associate professorship teaching in a CTE discipline should ordinarily possess a bachelor's degree. By January 1, the candidate for promotion to the rank of the Associate Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of three (3) years of service in the rank of Assistant Professor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods.
 - c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member at the university.

7. Application Procedure for Professorship: Applicants for full professorship should ordinarily possess a master's degree plus twelve semester hours of a terminal degree. By January 1, the candidate for promotion to the rank of professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of three (3) years of service in the rank of Associate Professor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods.
 - c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the University.
8. Evaluation and Review Procedure:
 - a. The chairperson of the Tenure Committee shall convene the committee for examination of the portfolio. The Vice President of Academic and Student Affairs shall provide the committee with documentation of the applicant's teaching effectiveness and other data as appropriate.
 - b. The committee shall make a determination by majority vote as to whether the candidate fulfills the criteria for promotion. In the event that the Tenure Committee decides not to recommend promotion, the applicant may appeal the committee's decision before the full Faculty Senate.
 - c. ~~The committee~~ Upon the approval of the Tenure Committee or the full Faculty Senate, the Tenure Committee shall forward the results to the Vice President of Academic and Student Affairs. In the event that the Vice President of Academic and Student Affairs decides not to recommend the application candidate may appeal the decision before the President.
 - d. If the President supports the recommendation for promotion, the rank will then be awarded.
 - e. In the event the President determines that the applicant will not receive promotion, the applicant may appeal the President's decision following the Institutional grievance procedure.

History

Executive Dean Approved 12/01/93

Administrative Council Approved 700.14 (3. c. and 6.) 05/11/15

Administrative Council Approved 700.14 (2)

Administrative Council Approved 700.14 (6)



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Absences and Types of Leave	SECTION 700.16	SECTION 700.16.5e

REQUESTED ACTION: CHANGE ADD REMOVE

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

See Attached Form: Summary:
5e: Addition of Bereavement Leave

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	4/15/16
Faculty Senate President, Tammy Riggin	4/15/16
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i> <i>Tammy Riggin</i>	4-15-16 4-15-16

ADMINISTRATIVE COUNCIL ACTION: *Change all "Bereavement leave" to "funeral leave" throughout document*

REQUEST APPROVED REQUEST Tabled FOR FURTHER REVIEW
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
 Date: _____
 Date: 4-21-16

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Doug D...</i>	4/21/16

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

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

SECTION 700.16

ABSENCES AND TYPES OF LEAVE

1. Faculty is expected to meet with classes on time as scheduled.
2. When a faculty member cannot meet a class, it is his/her responsibility to notify the Vice President of Academic and Student Affairs and to make appropriate arrangements. In the event the Vice President of Academic and Student Affairs is unavailable, the President should be notified. In no case are faculty members to cancel on their own initiative. It is fully expected that College instructors will have occasions when they must attend professional meeting or clinics which will necessitate absence from class. Instructors shall plan their work in advance so that library assignments, student-directed discussion groups, panel, etc., take place during their absence. Whenever a classroom is being used by students under the above circumstances, an instructor should be available to informally supervise the activity. The office staff is available to administer tests during such absences, and often times a fellow faculty member will substitute for the occasion. Whenever an instructor is ill, the Vice President of Academic and Student Affairs should be notified immediately. If possible, directions for class work should be given. Class cancellations due to inclement weather shall be authorized by the President and announced through local radio stations.
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 illness. Sick leave may be used by a faculty when:
 - i. The faculty member is ill or injured and is unable to work.
 - ii. The faculty member has an appointment for the diagnosis or treatment of a medically related condition.
 - iii. The faculty member who 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 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 the start of their scheduled work period. The next working day returning faculty members will complete an "Employee Leave From" indicating personal or dependent sick leave. Missing a scheduled class due to faculty or dependent illness must be taken on a minimum of 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 Academic and Student Affairs when deemed necessary. Benefited faculty with a summer contract will accumulate one (1) day of sick leave per four (4) weeks of employment.

- c. Sick leave is granted on the basis of continuous service 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 Academic and Student Affairs, 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 take 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 a no limit to the number of sick leave days that a faculty member may accrue.
 - g. This sick leave policy does not impact any personal or bereavement leave.
 - h. LRSC faculty have the option to donate sick leave to the other LRSC faculty subject to the same rules currently in place for LRSC staff.
4. **Personal Leave:** When a full-time (9, 10 or 11 month) faculty senate member needs to be away from campus and miss class for reasons not covered by 700.16 (2), Sick Leave or 700.16 (5), Leave of Absence. Each faculty member may be granted up to two days of personal leave per academic year. For every 10 years completed full-time service the faculty will get one additional personal day, however not more than four days of personal leave will be allowed during any one academic year. Faculty requesting personal leave must complete the Employee Leave form and get the Vice President of Academic Affairs signature at least five (5) days prior to the date of their leave (when possible). Instructors shall plan their work in advance so that library assignments, student-directed discussion groups, panel, assignments posted to Lake Region State College's Learning Management System etc., take place during their absence. Personal leave may be used in half-day and full-day increments only and not more than two days of any individual course may be missed per semester by using leave under this policy. Generally, personal leave will not be approved to extend calendar breaks (i.e. Thanksgiving, Easter, spring break, etc.) or for use during faculty in-service. Personal leave does not accrue and days may not be banked for use in future years. The days would be monitored and recorded by the Academic Affairs Office and would not have cash value at contract termination.
5. **Leaves of Absences:** All faculty leave requests shall be submitted to the Vice President of Academic and Student Affairs using the *Absence from Campus and Travel Authorization Request* form Approval for each type of leave shall follow procedures outlined herein.
- a. **Developmental Leave:** Upon recommendation from the President and approval by the University System of Higher Education, a member of the faculty who has served the

institution at least six (6) years may be granted a developmental leave for re-training and /or professional development providing institutional resources are available and the workload is absorbed within the existing staff resources allocations. Prior to the leave being granted, a written proposal on the planned use of the leave must be presented identifying the activities to be carried forth with the useful contributions to be developed for the benefit to the Institution, to the State and to the individual. The proposal shall also include detail of the institutional source of funds for the stipend and an agreement signed by the individual to return to the system upon completion of the leave for a period of time at least equal to the leave time or to refund the Institution's stipend payment.

- i. Developmental leave salary may be supplemented with non-institutional grants and /or aids which may bring the total stipend to an amount equal to but not to exceed the budgeted salary for the leave period.
 - ii. Grants providing for extensive travel expenses incurred during the leave shall not be considered a part of the total salary.
 - iii. Developmental leave may not exceed twelve (12) months, and the College stipend may not exceed fifty percent (50%) of annual salary.
- b. Leave of Absence: Under certain conditions a leave of absence shall be granted to an instructor for the purpose of advancing ones education or to upgrade trade competency. Re-employment the year following the leave of absence may, under certain circumstances, be granted with no guarantee for re-employment.
 - c. Jury Duty: An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.
 - d. Military Leave: Annual leave for military training at full pay is permitted for up to twenty (20) working days.
 - e. Bereavement Leave: An approved absence from work, with pay, of up to twenty-four working hours, may be provided to a faculty member to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse. Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

History

Administrative Council Approved 700.16 (3) 12/20/12
Administrative Council Approved 700.16 (3) Council 12/20/12
Administrative Council Approved 700.16 (3) 05/05/03
Administrative Council Approved 700.16 (4) 12/09/13
Administrative Council Approved 700.16 (5) 04/01/09
Administrative Council Approved 700.16 (3, b) 02/10/15
Administrative Council Approved 700.16 (3,4) 03/12/15



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Travel	SECTION 700.17	SECTION 700.17.2

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See Attached Form: Summary: 2: Updating Name of Form

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	4/15/16
Faculty Senate President, Tammy Riggan	4/15/16
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i>	4-15-16
<i>Tammy Riggan</i>	4-15-16

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<i>David D...</i>	4/20/16

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President • Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director • Administrative Affairs • Academic and Student Affairs
- CCF / Advancement

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

**SECTION 700.17
TRAVEL**

1. All faculty travel shall be approved in advance by the Vice President of Academic and Student Affairs.
 2. The ~~Absence from Campus and Travel Authorization Request~~ form shall be used for recording all travel requests and approval thereof.
 3. Reimbursement for official travel shall follow guidelines laid down by the College (See Chapter 400.06 Travel Policy)
-

History

Administrative Council Approved 700.17 (1) 08/21/01



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Faculty Grievance Procedure	SECTION 700.22	SECTION 700.22.1

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See Attached Form: Summary: 1: Sentence structure and clarification

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	4/15/16
Faculty Senate President, Tammy Riggins	4/15/16
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser RW</i> <i>Tammy Riggins</i>	4-15-16 4-15-16

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Doug D...</i>	4/21/16

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

SECTION 700.22

FACULTY GRIEVANCE PROCEDURE

1. Definition of "grievance"

"GRIEVANCE" means: an allegation of a violation of a specific Board or institutional policy, procedure or practice pertaining to the employment relationship. This includes the terms of the grievant's employment contract and this policy. The discretionary actions, ~~such as~~ of salary adjustments and performance evaluations, may not be grieved, except to determine:

- a. Whether the discretionary action was made in accordance with relevant Board or institutional policies, practices, procedures, or criteria.
- b. Whether the action constitutes clear abuse of discretion. Complaints involving any matters covered under NDUS Policy Manual Sections 605.3 or 605.4 are not grievances under this policy.

Grievances cannot be filed against written Board and institutional policies per se.

- a. Purpose: It is the policy of Lake Region State College that all faculty of the college are provided specific and equitable procedures which afford due process for resolving grievances.
- b. Application: This policy only applies to faculty as defined in section 605.1 (NDUS Policy Manual). It does not apply to classified staff or to administrators or coaches.

2. The Informal Process:

Faculty have the right to present grievances to their supervisors and are assured academic freedom, freedom from discrimination, coercion, restraint or reprisal in presenting grievances. If the concern is not resolved informally, the faculty member has the right to file a formal written grievance or attempt to resolve through mediations. All references to work days shall be to actual days worked at the normal work site by the person required to respond. The purpose of the informal procedure is to require the parties involved in a grievance to attempt to resolve the problem themselves through the following steps:

- a. The faculty member should attempt to discuss the complaint with the person who appears to be the source of the grievance (the respondent).
- b. If the problem is not resolved at the first step, the faculty member should take the complaint to the respondent's supervisor.
- c. If the problem is not resolved to the satisfaction of the faculty member through the informal process with the Vice President of the Academic and Student Affairs, then the faculty member may enter the Formal Grievance Process by filing a written grievance for a hearing within 20 working days of the initiation of the informal process.

3. The Formal Process:

- a. A faculty employee shall explain in writing the grievance to the Vice President of Academic and Student Affairs. A copy of each step should be submitted to the Personnel Director who shall keep official records of the progress of a grievance regarding specific time limits. The written grievance will include the cause of the grievance and provide a suggested remedy. A formal written grievance must be brought within five (5) working days after the Informal Grievance Process has been exhausted. The Vice President of Academic and Student Affairs shall reach a decision and communicate it in writing to the

faculty employee within ten (10) working days of their receipt of the written grievance. Every effort should be made to settle grievances at this stage.

- b. If the grievance is not settled in step one of the Formal Process, the faculty employee shall file an appeal to the Faculty Rights Committee within five (5) working days of the receipt of the Vice President of Academic and Student Affairs decision. The Faculty Rights Committee shall hold a hearing with the persons concerned in the grievance within ten (10) working days. The Faculty Rights Committee shall determine whether the grievance has merit, deciding whether to accept or reject the proposed remedy of the faculty employee. The Faculty Rights Committee may prescribe alternative remedies to otherwise resolve the grievance. Within five (5) working days after completion of the hearing, the Faculty Rights Committee shall present its written decision to the Vice President of Academic and Student Affairs, the employee, and the institution's President.
- c. If the grievance is not settled in either of the above steps of the Formal Process, the faculty employee or the Vice President of Academic and Student Affairs, within five (5) working days after receiving all information on the grievance, the President shall provide a written decision. The President's decision shall be final. Any disposition which is not appealed by the faculty employee within the time allowed at each level shall be considered settled and binding on the employee.

History

Administrative Council Approved 05/05/03