

SECTION 500.06

COLLEGE CONSULTATIVE GROUPS

The North Dakota Legislature has mandated a planning process for the North Dakota University System. See NDUS Policy Manual 901 Campus Planning at <http://www.ndus.edu/policies>.

1. College Planning Team
 - a. Membership: This team shall consist of the President, Vice President of Academic and Student Affairs, Vice President of Administrative Affairs, Faculty Senate President, Chairperson of Faculty Senate Curriculum and Academic Standards Committee, Chairperson of Faculty Senate Professional Growth Committee, Physical Plant Director, Athletic Director, Librarian, Chairperson of Staff Welfare Committee, President of the Community College Foundation, Public Affairs Specialist, Computer Services Coordinator, Grand Forks Air Force Base Academic Outreach Officer, Workforce Training Manager, Community Representation, Academic Affairs Coordinator, Continuing Education Coordinator, Enrollment Management Coordinator, TRIO Support Service Coordinator, Student Senate President and Vice President and ad hoc membership relative to the particular issue which is being planned by the Team.
 - b. Function: This team shall guide planning relative to the College's mission, role, and scope, and identify and formulate long- and short-range goals after evaluating such areas as enrollment statistics, credit hours, revenues, expense facilities, demographics, state appropriations, and economic conditions as they effect the College, Identification and formulation of these goals are done semi-annually in September, with an update in February. The formulated goals are turned over to the Administrative Council for implementation after review and response by the faculty and staff. The Administrative Council assigns responsibilities and provides a timetable for accomplishment. Prior to the September and February meetings the Administrative Council provides an update on accomplishments and shortfall to the College Planning Team.
2. Instructional Advisory Groups: Each vocational-technical education program is to be advised by a Vocational Instructional Program (VIP) Advisory Committee in accordance with the requirements of the State Board of Vocational Education.
3. Other Consultative Groups: At periodic intervals appropriate for the work involved the President may call meetings for the purpose of facilitating communication, problem solving, planning, or other work related purposes. The work groups may include but are not limited to the following: Student Affairs Staff, Academic Affairs Staff, Administrative Affairs Staff, Food Service Staff, Residence Hall Staff, Buildings and Grounds Staff.
 - a. Financial Aid Advisory Committee
 - i. Membership: Vice President of Academic and Student Affairs, Registrar, Vice President of Administrative Affairs, and others as appropriate such as Vice President of Administrative Affairs and Counselor for example.
 - ii. Function: This committee will assist the Director of Financial Aid in interpreting and implementing regulations regarding the Federal Financial Aid program and review student satisfactory academic progress appeals.
 - b. Community College Foundation

- i. Membership: The 27 members of the Board of Directors are elected for three-year terms by members of the Foundation. Board members and members of the working committees of the Foundation carry out the work of the Foundation.
 - ii. Function: The Foundation Board meets ten (10) times per year and numerous committees meet periodically to carry out their functions. Foundation Board members and members at large are often invited to assist in the process of gathering information useful in planning activities of the college.
 - c. Booster Club
 - i. Membership: Any community person or friend of the College may be a member.
 - ii. Function: The Booster Club members help raise money for support of athletic scholarships by activities such as selling Monday night pro-football booklets. The Booster Club meets periodically during the school year.
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History

Administrative Council Approved 500.06 (1) 09/14/99

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