

Approved on 11/25/24

## Administrative Council Meeting Minutes

Wednesday, November 6, 2024

President's Office 2:00 p.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

Dr. Doug Darling - President  
Lloyd Halvorson - Vice President for Academic/Student Affairs  
Joann Kitchens - Vice President for Administrative Affairs  
Erin Wood - Vice President for Advancement  
Casey Zehrer - Assistant Vice President for Student Affairs  
Bobbi Lunday - Recorder

### Guests

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 2:06 p.m.

#### b) Review of September 30, 2024, minutes

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

### 2) OLD BUSINESS

#### a) Athletic Training Facility Update (President)

i) Spearheads are presently researching and preparing to contact donors to secure a lead gift. They have received one "no" and are setting up a meeting with another contact. They have a few more on the list to reach out to with an ask.

#### b) Pearson Vue testing room (Administrative Affairs)

i) VP Halvorson reported there has been no real progress on a new space. They are looking at humanities wing options.

#### c) Committee Assignments

i) VP Halvorson would like to fill committees that we need while we work on policies (ref. 500.02 below).

### 3) NEW BUSINESS

#### a) Policy Change 500.02 STRUCTURE (Academic/Student Affairs)

i) Council reviewed the current organization. VP Halvorson proposed repackaging into 1) College Governance. 2) Teams, Boards, Associations, Committees, and Councils. 3) Faculty Senate 3a) Constitutional Committees 3b) Other Faculty Councils, Committees, and Representatives. 4) Staff Senate Committees. The Residence Hall Committee should be reactivated maybe as part of Student Senate.

(1) Staff Senate is not currently listed in the constitution but there was discussion on rewriting the bylaws and constitution and giving them a seat at the table. Staff Senate leadership would need to be at a director level to be included in Council. **Proposal #2 was approved and attached below.**

#### b) 2024 Annual Enrollment Report (Academic/Student Affairs)

i) The Director of Academic Affairs provided a report that shows headcount by CTE program, full-time student equivalent per full-time faculty equivalent by subject area, total students enrolled & credit hours produced by benefitted faculty in the academic division and the current annual enrollment report policy.

(1) This is the second consecutive year Automotive Technology has been under the 9 FTE (full time equivalent) per FTF (full time faculty) in the past five years. Information Technology has not been designated low enrollment in the past 5 years. Wind Energy was listed as low enrollment in 2019. Policy

800.24 requires any program on low enrollment status for two consecutive years to be notified in writing if the president considers the program to undergo restructuring or closure during the next academic year.

- (2) For the Academic Discipline groups, American Sign Language (18.50), History (14.25), and Sociology (16.00) did not meet the minimum recommended expectation of twenty FTE students per FTF. Due to lower enrollment caps for face-to-face ART courses (14 students) the twenty FTE per FTF does not apply. ART's FTE per FTF is 15.
- (3) Overall, the academic discipline groups remain consistent from year to year. 2024 is down 0.43 FTE per FTF from fall 2023 but up 0.42 from the fall of 2022.
- (4) The Director of Academic Affairs will work with the faculty to complete a comprehensive review of the three CTE programs that did not meet the nine FTE per FTF prior to any formal low enrollment designation.

c) **College Application Month** (Assistant VP Student Affairs)

- i) Assistant VP Zehrer proposed creating a BND waiver in the application billing system to help avoid charging students that take advantage of the free application fee that BND reimburses. There were some issues with this last year including some students using the code at other schools first. When a student applies at more than one NDUS school, BND only pays for one. In the cases where LRSC is not paid by BND, LRSC will get President Darling's approval for a Presidential Waiver.

d) **Day after Thanksgiving and Christmas Eve** (Administrative Affairs)

- i) A request to close offices and forward phones to the switchboard on the Friday after Thanksgiving was granted. The Information Desk is exempt from this option due to the switchboard duties. Employees that choose to take that day off must use leave. If they choose to stay and work, they may be asked to answer the switchboard, so those employees have the option to take leave that day. The week of Thanksgiving employees may wear denim, flannel and fleece.
- ii) Semester break LRSC will have "Summer Hours" (7:30 a.m. - 4:00 p.m. with 30-minute lunch break) beginning December 23, 2024, through January 10, 2025. December 24<sup>th</sup> LRSC is open until noon and employees have the option of using leave, closing offices and forwarding phones to the switchboard.

e) **Suggestion Box**

- i) A signed message in the suggestion box requesting a family room on campus be designated for nursing mothers. A windowless office has previously been established and labeled as such. The easy chair was removed and replaced with a desk and chair set-up. Currently it is being utilized by a student employee. State agencies must follow the right to breastfeed laws which state: *Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.* [VP Kitchens will ensure these accommodations are provided.](#)

f) **Discussion**

- i) VP Halvorson discussed AI (artificial intelligence) as it applies to academic dishonesty. He requested approval of updates to Section 800.30 of the Student Conduct policy. Policy **edits were approved and attached** below.
- ii) VP Kitchens inquired about the college continuing to absorb the cost for tuning the piano when outside entities use it. Discussion came down to two choices, to continue paying or to let them know they will be billed. President Darling would like a list of who we are providing this service to and how much it is costing the college.
- iii) LRSC received \$65,000 designated for mental health funding. Council discussed ways which it could be utilized like expanding the counseling suite into room 15.
  - (1) This led to more discussion on plans for the Humanities wing. It was recognized that room 34 needs to be a storage area and 15 could also be a comfortable seating area for meeting with students and

families and a place for students to hang out. VP Halvorson and Assistant VP Zehrer will meet and propose a formal plan. President Darling asked them to find a new place for the testing center.

g) **Update on Open Positions**

- i) Fundraising/Donor Representative: Moved to open until filled and interviewing applicant on Friday.
- ii) Administrative Assistant Advancement: Pending the Donor Representative hire.
- iii) Nursing Instructor-Mayville: Hired the mental health nurse from Altru and assigned to GF position. Jamie Nienhuis has been put in this position temporarily. LRSC has been accredited for all satellite sights so we can hire as needed at the Jamestown site.
- iv) Bus Drivers-PT: Still looking. Mark Stein has his CDL and Preston has been approved to train for passengers.
- v) Nursing Clinicals Instructors-PT:
- vi) Accounting Instructor-PT-GFAFB:

4) **ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be M-Nov 25@1p, Th-Dec 19@1p, W-Jan 8@1:30p, F-Jan 17@9a, T-Feb 11@1p, T-Feb 25@1p

b) **Adjournment**

- i) The meeting was adjourned at 3:50 p.m.

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SECTION 500.02  
STRUCTURE

1. Faculty Senate Committees
  - a. Faculty Senate Executive Committee
  - b. Curriculum and Academic Standards Committee
  - c. Professional Growth Committee
  - d. Faculty Rights Committee
  - e. Special Review Committee
  - f. Nominations Committee
  - g. Learning Commons Media Committee
  - h. Faculty Welfare Committee
  - i. Tenure Committee
2. College Councils
  - a. Administrative Council
  - b. Student Affairs Council
  - c. Academic Affairs Council
3. College Committees
  - a. Scholarship and Awards Committee
  - b. Athletics Committee
  - c. Staff Welfare Committee
  - d. Student Appeals Committee
  - e. Technology Committee
  - f. Diversity Committee
  - g. Safety/Loss Control Committee
  - h. Assessment Committee
  - i. Food Service Advisory Committee
  - j. Ad Hoc Committees (such as Wellness Committee, Broadbanding Committee)
  - k. Admissions Risk Assessment Committee
  - l. Online Task Force Committee
4. College Consultative Groups
  - a. College Planning Team
  - b. Instructional Advisory Groups
  - c. Other Consultative Groups
    - i. Student Affairs Staff
    - ii. Academic Affairs Staff
    - iii. Food Services Staff
    - iv. Residence Hall Staff
    - v. Buildings and Grounds Staff
    - vi. Administrative Service Staff
    - vii. Financial Aid Advisory Committee
    - viii. Community College Foundation
    - ix. Booster Club

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SECTION 500.02  
STRUCTURE

1. College Governance
  - a. Administrative Council
  - b. Faculty Senate
  - c. Staff Senate
  - d. Student Senate
2. Teams, Boards, Associations, Committees, and Councils
  - a. College Planning Team
  - b. Community College Foundation
  - c. Royals Booster Club
  - d. Scholarship and Awards
  - e. Personnel Review Board
  - f. Retention Committee
  - g. Student Engagement
  - h. LRSC Cares Team
  - i. Continuation of Operations (COOP)
  - j. Diversity Committee
  - k. Safety/Loss Control
  - l. Food Service Advisory Council
  - m. Residence Hall Association
3. Faculty Senate
  - a. Constitutional Committees
    - i. Executive Committee
    - ii. Curriculum and Academic Standards
    - iii. Professional Growth
    - iv. Faculty Rights
    - v. Nominations
    - vi. Learning Commons/Media
    - vii. Faculty Welfare
    - viii. Tenure
    - ix. Outreach Learning
  - b. Other Faculty Councils and Committees
    - i. Accreditation and Assessment
    - ii. Academic Division
    - iii. Career and Technical Education Division
    - iv. NDUS General Education Council
    - v. Council of College Faculties
4. Staff Senate Committees
  - a. Executive Committee
  - b. Bylaws
  - c. Special Events
  - d. Professional Development
  - e. Policy and Procedure
  - f. NDUS State Staff Senate

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**History**

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SECTION 500.02  
STRUCTURE

1. College Governance
    - a. Administrative Council
    - b. Faculty Senate
    - c. Staff Senate
    - d. Student Senate
  2. Teams, Boards, Associations, Committees, and Councils
    - a. College Planning Team
    - b. Community College Foundation
    - c. Royals Booster Club
    - d. Scholarship and Awards Committee
    - e. Financial Aid Advisory Committee
    - f. Personnel Review Board
    - g. Retention Committee
    - h. Student Engagement Committee
    - i. LRSC Cares Team
    - j. Continuation of Operations (COOP)
    - k. Diversity Committee
    - l. Safety/Loss Control Committee
    - m. Food Service Advisory Council
    - n. Residence Hall Association
  3. Faculty Senate
    - a. Constitutional Committees
      - i. Executive Committee
      - ii. Curriculum and Academic Standards
      - iii. Professional Growth
      - iv. Faculty Rights
      - v. Nominations
      - vi. Learning Commons/Media
      - vii. Faculty Welfare
      - viii. Tenure
      - ix. Outreach Learning
    - b. Other Faculty Councils, and Committees
      - i. Accreditation and Assessment
      - ii. Academic Division
      - iii. Career and Technical Education Division
      - iv. NDUS General Education Council (Representatives)
      - v. Council of College Faculties (Representative)
  4. Staff Senate Committees
    - a. Executive Committee
    - b. Bylaws
    - c. Special Events
    - d. Professional Development
    - e. Policy and Procedure
    - f. NDUS State Staff Senate (Representative)
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SECTION 800.30  
STUDENT CONDUCT

Students are expected to obey local, state and federal laws, to show respect for properly constituted authority, to meet contractual obligations, to maintain academic integrity in scholastic work and to observe standards of conduct appropriate for an institution of higher learning. Students are expected to be responsible for their actions, whether acting individually or in groups. Failure to meet acceptable standards of conduct may result in disciplinary action, suspension or expulsion. The College will ensure due process and define routes of appeal. These policies apply to the conduct of all students, student organizations, teams and clubs. They also apply when off campus in connection with internships, academic activities and any activity sponsored or authorized by Lake Region State College. Lake Region State College will also hold students accountable for behavior that occurs off campus when an offense threatens the safety or security of any individual or institution.

1. Scholastic Dishonesty: Academic Integrity is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. It is the guide for the “pursuit of knowledge and understanding within a community of inquiry” (American University).

The following are examples of academic dishonesty:

- a. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
  - Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam
  - Looking at another student’s test during an exam or allowing another students to look at your exam
  - Copying from another student’s test or homework assignment with or without the other student’s permission
  - Working with another student on a test or an assignment without authorization
  - Using unauthorized material (texts, calculators, smart phones, paper, websites, **AI language models (i.e. ChatGPT)**, notes on computer) to obtain answers or information for a test
  - Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
  - Sharing answers for an assignment
  - **Using AI to impersonate you in a classroom context, such as using the tool to compose discussion board prompts that were assigned to you or to complete group work assigned to you**
  - **Using AI to write entire sentences, paragraphs, or papers assigned to you**
- b. Plagiarism is using someone else’s work in part or whole and passing it off as the student’s own whether intentionally or not intentionally.
  - Using exact words or phrases without citing the source
  - Buying a paper from an online source or a person
  - Using a paper someone else has done either for you specifically or for another class
  - Without documenting the source, modifying the information or combining the information from more than one source to make it appear original
  - **Submitting work generated by an AI tool and passing it off as the student’s own.**
- c. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit. **This includes downloading course answers and writings uploaded online by previous students and uploading course assignments to websites outside of Blackboard and/or sharing course assignments/answers on external websites for the benefit of others.**



- d. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
  - Citing a statistic from a source without being sure if the numbers are correct
  - Combining sources but claiming only one of the sources
  - Forging of signatures on any form requiring another person's verification
  - Misrepresenting situations such as
    - claiming a member was present on a group project when he or she was absent or left early
    - claiming you handed in work, implying the teacher lost it or the LMS didn't accept it
    - claiming a family event, illness, emergency or funeral when, in fact, there is none
    - **submitting all or any part of an assignment statement to an AI online learning platform for iteration or improvement while incorporating any part of the AI generated response.**

### Consequences

Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student's grade. Situations may differ in severity and consequences as determined by individual instructors.

If a student has an academic grievance, the grievance must be submitted in writing by following the appeals procedure found in policy 800.31.

- 2. Safe Campus: Lake Region State College strives to provide an environment free of all forms of abuse, criminal activity and intimidation.
  - a. Minor Misconduct: Disciplinary action may be taken against a student who:
    - i. Violates city ordinances or state or federal laws
    - ii. Possesses or uses fireworks on College property
    - iii. Has conduct that interferes with the operations of the College
    - iv. Takes or causes minor damages, to the property of another
    - v. Engages in disorderly behavior, harassment, bullying or any other type of activity that adversely affects another. This could include disruptive activity including verbal abuse of others or the use of profane or vulgar language. This could occur using electronic formats, including, but not limited to, telephone, texting, email, computer, or online social media harassment.
    - vi. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the possession or consumption of alcohol and/or marijuana
    - vii. Misuses a student identification card
    - viii. Falsifies any document including transcripts, receipts, identification, etc. or withholds or falsifies information on an application form or to any college official
    - ix. Possesses and/or uses unauthorized keys or otherwise trespasses on College property, including vehicles, rooms or apartments
    - x. Tampers with fire alarms, fire extinguishers, automatic external defibrillators (AED), security cameras or other safety related devices
    - xi. Violates the LRSC Computer Use Policy/agreement (900.09.01)
    - xii. Conspires, facilitates or otherwise assists another who engages in any action that constitutes minor misconduct
    - xiii. Engages in conduct that violates the LRSC COVID-19 Preparedness and Response protocol, to include:
      - 1. Not wearing a mask when required to do so or in places where a mask is specifically required.
      - 2. Not social distancing as required and recommended.
      - 3. Engaging in unsafe behavior, on or off campus, that would tend to further the spread of COVID 19 such as attending large gatherings (more than 10 people) or attending on campus or off campus parties where social distancing and mask wearing is not occurring.



- b. Major Misconduct: Major misconduct is any behavior or violation that may result in suspension, or expulsion from Lake Region State College. Disciplinary action may be taken against a student who:
    - i. Commits two (2) or more minor misconduct violations
    - ii. Violates the Sexual Misconduct/Title IX Compliance Policy (1500.15)
    - iii. Violates the Sexual Harassment Policy (1500.08)
    - iv. Assaults or engages in intimidating behavior: Uses physical force, inflicts bodily injury or threatens another
    - v. Intentionally or recklessly terrorizes or places another in fear of injury or death or causes the evacuation of a campus building or otherwise causes serious disruption or public inconvenience. Threatening to commit any crime of violence or act dangerous to human life or falsely informing another that such a dangerous situation or crime of violence is imminent knowing that to be false. This could include initiating a bomb threat or activating a fire alarm when no such emergency exist.
    - vi. Is in possession of or uses a dangerous weapon or is in possession of a concealed weapon unless possession or use is expressly authorized by law. Dangerous weapons may include knives, guns, explosives, or any other item that can be used to inflict fear or injury to include BB guns, pellet guns, airsoft guns or any toy replica.
    - vii. Intentionally or recklessly causes significant damage to the property of another
    - viii. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the unlawful delivery of alcohol or marijuana, or the possession, use, or delivery of other drugs.
    - ix. Commits any crime that would constitute a felony under the ND Century Code (i.e. robbery, burglary, criminal trespass, arson, or the possession of stolen property).
    - x. Engages in any conduct considered hazing which creates a risk of injury to another, or involves forced physical activity which subjects any person to mental stress by the deprivation of sleep, isolation, whipping, beating, paddling, branding, forced calisthenics, or the overexposure to weather. Any initiation or hazing that includes a required consumption of food, liquor, beverages, drugs or other substances or includes unlawful restraint, public nudity or sexual contact would also constitute major misconduct.
    - xi. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct
    - xii. Refusing to test for COVID-19 when required and requested to do so as a condition of living in the residence halls or participating on an athletic team. Refusing to cooperate with contact tracers as it applies to COVID-19 or refusing to abide by the isolation and quarantine requirements as it is described in the LRSC COVID-19 Preparedness and Response protocol or as directed to by public health authorities.
  3. Retaliation Prohibited: A student, a group of students or a student organization shall not retaliate against any person who files a complaint or grievance; reports misconduct, participates as a witness in an investigation, or otherwise provides information to college officials. Retaliation can be classified as minor or major misconduct depending on the nature of the action.
  4. Any person may file a verbal or written complaint with Director of Student Services against any student for misconduct. The complaint and appeal procedure is outlined in Policy and Procedure 800.31.
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## History

Administrative Council Approved Updates 08/17/15

Administrative Council Approved Updates 09/15/15

Administrative Council Approved Updates 09/01/20