President’s Council

Meeting notice: Wednesday, February 19, at 9:00 a.m.
Location: Activity Center Conference Room

Attendees:
Lori Stinson, Interim Provost, lstinson@lcsc.edu
Janis VanHook, President’s Management Assistant jvanhook@lcsc.edu
Mary Flores, Dean for Academic Programs mflores@lcsc.edu
Rob Lohrmeyer, Dean for Professional-Technical Programs rlohrmey@lcsc.edu
Chet Herbst, Vice President for Finance and Administration cgherbst@lcsc.edu
Jeff Phelps for Trudy Alva, Budget Director talva@lcsc.edu
Andrew Hanson, Vice President for Student Affairs ahanson@lcsc.edu
Allen Schmoock, Chief Technology Officer atschmoock@lcsc.edu
Howard, Erdman, Director of Institutional Planning, Research & Assessment hrerdman@lcsc.edu
Greg Meyer, Director of College Communications gameyer@lcsc.edu
Gary Picone, Athletic Director gapicone@lcsc.edu
Mary Hasenoehrl, Director of College Advancement mlhasenoehrl@lcsc.edu
Ed Miller, Faculty Senate Chair edmiller@lcsc.edu
Traci Birdsell, Professional Staff Organization Chair tbirdsel@lcsc.edu
Theresa Chrisman, Classified Staff Organization Chair tjchrisman@lcsc.edu

Updates

Program Prioritization, FAACs and UADs (Lori Stinson)
UADs: Reviewed and clarified the FAAC schedule. FAAC reports should reflect the process and serve as
minutes to the FAAC deliberation. FAAC members’ names and dates should be submitted to Chet
Herbst.

FAAC Schedule as reported in the meeting
March 3 3 to 5 p.m. Administrative Services
March 5 3 to 5 p.m. Administrative Services
March 11 10 a.m. to Noon Student Affairs
March 11 10 a.m. to 3 p.m. Community Programs
March 12 1 to 4 p.m. Academic Programs
March 13 8 to 11 a.m. Professional-Technical Programs
March 13 9 to 11 a.m. Direct Reporting Units (possible time change pending)

Guns on campus legislation (Lori Stinson)
The Idaho Senate voted 25-10 to pass Senate Bill 1254 that would allow concealed weapons on college
campuses. The bill will be forwarded to the House and is expected to pass. The bill, sponsored by Sen.
Curt McKenzie, R-Boise, Senate State Affairs Committee chairman, would allow concealed weapon on
campus except in dormitories and residence halls and in entertainment venues with a seating capacity of at least 1,000 people. If the legislation passes the House and is signed into law by the governor, LCSC will develop institutional policy to mirror the legislation.

**Budget Update** (Chet Herbst)
The Joint Finance and Appropriations Committee passed the omnibus budget (statewide agencies) on February 12 that included CEC increase of 1% merit and 1% bonus (funding recommendations were noted). Also included was Enrollment Workload Adjustment of approximately $68,000 for LCSC. Still pending is the line budget items for the 60% goal and deferred maintenance.

**Accreditation** (Lori Stinson)
Discussed the Year Three NWCCU Report. A detailed email message will be sent (see below) to all Standard 2 team leaders with their draft 1 section of the report. Note the focus on the electronic links and the need to thoroughly check them. A suggestion was made that the links be checked from an off campus computer. Those not assigned to a specific task are asked to volunteer to assist with editing, web link checking, etc.

EMAIL:
I'm writing regarding our Year Three accreditation report to for the Northwest Commission on Colleges & Universities. Under the direction of Provost Simone, an initial draft of the report was created. You were the team lead for one of the Standards. Today I am returning the draft of your Standard for updating and refinement. As you polish your Standard, consider it the final draft that the report will be submitted in the summer. We will have an editor do a final read and ensure verb tenses and tone are consistent.

Here's what I need in draft 2:

1. Re-read the Standard and update as needed. It is my hope that only minor updates will be necessary. Please use a different colored font or highlighting to mark any questions that arise under each Standard or element.

2. Update all hyperlinks so they work with the new location of documents or web addresses. If you find a dead link, please alert the page 'owner'. If you are unsure of page ownership, please contact Sara (provost@lcsc.edu) and she'll help.

3. If you believe an 'exhibit' is needed to more fully explain an element in your Standard, please let Sara know. If it is something that can be found on the website, entering the URL within your narrative is just fine. However, if it is, for example, the resumes of administrators, this isn't something available online so we'll need to create a link and post them. If the exhibit is something specific to your area and not posted to the web, please provide Sara a copy so it can be posted.

4. If you'd like to look at an example from a recent Year Three visit, let me know. You likely have the CSI example, and I have another for reference.

If you need assistance with your Standard - an extra set of eyes, someone to write to a particular element, please let me know and we'll seek a volunteer to assist you.
Ellucian Report Summary (Lori Stinson and Allen Schmoock)
Allen summarized the Ellucian report from Sharon Keith, Business Advisor. Ms. Keith will meet with Administration to talk through the report and make final recommendations. See summary.

LCSC has been a Colleague client (first with Datatel, now Ellucian) since 1992. System components purchased by LCSC 26 years ago include Colleague Student and Colleague Finance.

The Action Planning goal is to help LCSC capitalize on purchased solutions to achieve institutional excellence and student success. By addressing challenges and possibilities as part of a holistic planning process, LCSC will be better prepared to face current trends, and will be more agile to capitalize on future opportunities.

Recommendations  (Note: examples and pull quotes from 9 pages of Action Planning report) Cultivate a Continuous Learning Environment
Across every department employees voiced their interest in obtaining additional training and support to enhance their productivity, increase operational effectiveness, and enhance the student experience. Due to tightening budgets, shrinking resources, and employee turnover, the Lewis-Clark State College team faces a critical lack of solution training, business processes, and documentations.
- Training in general Communications Management
- Best Practices Training in each department

Increase Efficiencies and Improve Automation
It has never been more imperative to automate the entire student lifecycle—from when a student is first recruited by an institution, through the student’s matriculation, to relationship management after a student graduates.

Ellucian recommends that in Phase 1, Lewis-Clark State College purchase and implement the Intelligent Learning Platform which consists of the Portal, Gradebook and the dynamic connector to Blackboard. This will create a sense of community for students, faculty and staff, provide single sign on functionality, and eliminate double data (grade and section creating entry in Colleague and Blackboard).

Create a Culture of Data Driven Decision Making
During our evaluations staff reported the need for improved reporting capabilities and a preference for less reliance on Information Technology staff to provide reports necessary for day to day
operations. Ellucian’s suite of reporting offerings can provide a significant improvement for the management and staff to allow accurate planning and forecasting to provide critical insight into the institution today and for the future.

- A comprehensive reporting solution that is fully integrated with Colleague would provide end users and decision makers with accurate data without IT intervention.
- Data Governance Workshop to assist LCSC with developing a unique institutional plan for data governance to ensure data quality, establish data custodians and develop data standards.

**Strengthen Strategic Recruitment**
Ellucian recommends that in Phase 1, Lewis-Clark State College purchase and implement the Ellucian *Recruiter* solution to strengthen strategic recruitment.

**Improve Utilization of Existing Functionality**
- Consider Business Process Analysis for each department along with Software Usage Audits followed by consulting to provide a detailed analysis of Colleague utilization and create higher efficiencies in each department.
- Explore the purchase of *Human Resource module* in Colleague to provide improved functionality and true integration with other Colleague modules.
- Create a one-stop shop within the Admissions and Financial Aid departments.
- Explore the new Continuing Education and Workforce Development software *CampusIT* (Ellucian just added this product to their suite).

**Good of the Order**
Mary Flores announced the Gen Ed Thinking through Lunch scheduled for March 12, which will focus on the implications of the new State Board of Education policy.

**Next meeting:** Wednesday, **March 5, 2014** at 9:00 a.m. in the Activity Center Conference Room.