President’s Council

Meeting notice: Wednesday, Aug 27, at 9:00 a.m.
Location: Activity Center Conference Room

Attendees:
Tony Fernández, President tfernandez@lcsc.edu
Lori Stinson, Provost, lstinson@lcsc.edu
Andy Hanson, Vice President for Student Affairs ahanson@lcsc.edu
Carry Salonen, President’s Management Assistant cmsalonen@lcsc.edu
Mary Flores, Dean for Academic Programs mflores@lcsc.edu
Rob Lohrmeyer, Dean for Professional-Technical Programs rlohrmey@lcsc.edu
Kathy Martin, Dean for Community Programs and Governmental Relations kmartin@lcsc.edu
Chet Herbst, Vice President for Finance and Administration cgherbst@lcsc.edu
Sue Hasbrouck, Budget Director nhasbrouck@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
Alexander Bezzerides, Faculty Senate Chair albezzerides@lcsc.edu edmiller@lcsc.edu
Cindi Durgan, cfdurgan@lcsc.edu for Jessica Cromer, Professional Staff Organization Chair jecromer@lcsc.edu
Theresa Chrisman, tjchrisman@lcsc.edu for Amanda Gill, Classified Staff Organization Chair awgill@lcsc.edu
Mary Hasenoehrl, Director of College Advancement mlhasenoehrl@lcsc.edu
Megan Weir, President of ASLCSC asbpresident@lcsc.edu

1. Welcome new participants:
   Theresa Chrisman will be sitting in for Amanda Gill.
   Cindi Durgan will be sitting in for Jessica Cromer.
   Megan Weir, President of ASLCSC.

2. Updates

3. Other

New this year, the President of the ASLCSC will be a member of the LC President’s Council.

President Council meetings will now occur once a month. A special Council meeting may be called by the President for subjects that require timely communication. Meetings will continue to be on Wednesday’s at 9:00 am.
The President’s Council will focus this year on the dissemination of information regarding future plans and major progresses towards meet the Strategic plan. The Strategic plan has four pillars – quality teaching and learning, enrollment and student success, strengthening our collaborative relationships and partnerships, and making LC more efficient. In future meetings, each Council member will be asked to talk to what progress or contributions their group has made toward reaching some of the objectives in the Strategic Plan. President Fernández requested that Council members reread the Strategic Plan and talk about some areas in your particular field that relates to meeting an objective of the Strategic Plan. The goal is to make Lewis-Clark State College the best four year college in the West. That goal centers on quality teaching and learning which will allow all graduates to have an education that truly connects learning to life.

Enrollment and student success is the second pillar. Administration believes that 6,000 students on campus, online, at the Coeur d’Alene Center, and in high schools taking dual credit classes is a good population at Lewis-Clark State College. Enrollments have been increasing in certain areas such as track by tactical thinking. We had 18 to 20 more students show interest in LC because of the quality program garnering growth and expansion. We are also talking with officials from China that may want to have an affiliation with us. Those talks are in the rudimentary stages. We are identifying possible advantages for our students and faculty through this affiliation. Increased growth requires that we market LCSC. One of the major plans this year is to get the word out or market Lewis-Clark State College to some of the more densely populated areas –Coeur d’Alene, Magic Valley, and Treasure Valley. A standing Marketing Committee for the college has been formed. The Presidential appointed members of the Marketing Committee are Soo Lee Bruce, Okey Good, Andy Hanson, Bert Sahlberg, and Brooke Cushman. The Marketing Committee will set the overall goals of any marketing or advertising emphases that the College may pursue and will guide departments to meet these goals. Institutional Research reports like NESSE will provide decision assisting data for the marketing committee.

Strengthening collaboration and partnerships, another pillar of the Strategic Plan, will provide connection and support through the local community and industries through College Advancement, Academic and PTE programs. Athletics also has a major connection with the community. Sporting events are enjoyed by the local community and they are very, very generous in the support of the institution and not just in athletics but in other ways. There is a major donor that wants to help us with our arboretum project. There are other donors, who through athletics, have become familiar with LCSC and have provided substantial support to the institution not only in dollars but in their time and efforts.

Leveraging our resources means we need to be more efficient in what we do. Information technology has been looking at a pilot study of how email is handled. Student Services is looking at becoming more efficient in their recruiting. Institutional Research data will also be key factors in the budgeting process to assess what we are doing and to get information that will help us do our job better. We now have an internal auditor to help us to become more efficient. PSO and CSO are part of the efficiency process as well.

All of these things revolve around the four pillars in the Strategic Plan in order for us to improve and become a well-known if not the best four year institution in the Northwest or perhaps beyond.
**Academic Affairs** provided insight into what they are doing to meet the goals and objectives in the Strategic Plan. They have divided what they will be working into four areas – Provost, Academic, Professional-Technical, and Community Program activities. The activities and their link to the Strategic Plan are designated with most categories below.

**Provost’s Office**
The Provost is working diligently on accreditation with the Mid-cycle review coming up in a couple weeks. Howard Erdman, Institutional Research, has been working on a document to provide the site visitors with information about our institution that is concise and understandable. The Cabinet has already received the report and next week the information will be shared with the chairs and deans.

The Provost has been working with campus members to revamp the assessment process to align the timeline to the unit action plan so individuals can see how one leads to the other. The forms and timelines are posted and instructions should be coming soon. New this year, there will be more of focus on individual units to revisit “Part B” to make sure their objectives are correct, to ensure there are clear benchmarks, to review their data sources and decide when they will do assessment and evaluation. We will shift the time that units look at their data to the fall. No “Part D” actions will occur this year. All the focus will be on “Part B”. Next fall, “Part D” will be written.

Progressing towards meeting the Strategic Plan, goal two, the launch of the Teaching Learning Center will occur this year in the Library ICC in the spring semester. An advisory group will be formed to identify a director for the Teaching Learning Center.

The Testing Center is located in the North West corner of the library. There will be not expanded service by the Testing Center this semester but will expand in the spring which would align with what the divisions were hoping we could do. The Testing Center implementation will align with goal one of the Strategic Plan.

Program Prioritization follow-up will occur as our one year report to the board is complete. There will be many actions to follow as a result of that report. The Provost has scheduled two forums to discuss report, September 5th and Sept 11th both in SUB 143. The Program Prioritization process will be tied very tightly to assessment to meet Strategic Plan goal one and goal four.

To assist in achieving goal three of the Strategic Plan, the Provost will be focusing on building relationships with State Board staff and Board members including the two new Board members. We want to develop a good relationship and a good advocacy for LC. The Provost office is particularly working on the policy issues of course fees and online fees, transfer credits for students, and advanced opportunities.

The Provost office will continue to work on strengthening communication by providing timely and clear information to the campus community.

In AY 2013-2014, a PG committee reviewed the restructuring of summer school. They were looking at assessing summer school to provide a menu of reconfiguring options to perhaps have increased satisfaction on the part of students and faculty to meet goals one and two of the Strategic Plan.
Academic Programs
General education reform, course redesign and alignment with state standards are focuses that are directly applicable to goal one of the Strategic Plan. Mary Flores has very, very full agenda this year as she did last year, continuing to work on the general education reform. In the last few years general education reform has been at the state level. Mary has worked with faculty to begin realigning our courses. We have a set of state standards that we are going to follow but it is quite the task to realign all our courses to match up. We are doing this process for consistency across the state and to allow for students’ transferability.

We continue to work at the state level on remediation reform and in particularly the mathematics area with Ed Miller and others as reference points which will align with goals one and two of the Strategic Plan.

Prior Experiential Learning, commonly known as Portfolio is ramping up. Again, there is a state wide initiative to provided similar processes. This program will align with goals one and two.

Academic Programs will continue the development of interdisciplinary areas of studies concentration, especially online. The focus of this is to reach our community college partners that have individuals with associate degrees that may want a bachelor’s degree. There will be a focus for online educational opportunities. We will have options that will provide on line, in person, or a hybrid mix as well.

Professional-Technical Programs
The China agreement for early childhood education will be worked on by Rob Lohrmeyer once we get past the legal hoops. The activities of this agreement would assist the college in meeting goal two of the Strategic Plan.

Professional-Technical programs is looking at advancing toward goal one and three of the Strategic Plan by the launch of the Electronic Engineering Technology program. EET is a new degree that has a link with Schweitzer Engineering Laboratories.

Community Programs
NACEP Accreditation for Dual Credit will be the focus of Community Programs that will meet goal one. Kathy Martin will be working with Jack Peasley on leading the charge on the dual credit program being accredited. We are the only institution in the state that does not have an accredited dual credit program. Jack has done a great job in setting up for data tracking. While we will need a period of time to accumulate and analyze the data, we are well on track for that and there should be no hitches with us being accredited.

Community Programs will continue with the alignment of Coeur d’Alene Outreach Center and Student Affairs to achieve goal two of the Strategic Plan. The Provost, Kathy, Andy, Rocky, and others continued to align processes at the Coeur d’Alene Center so we have as much cross over there as we can in terms of duties and responsibilities. The sole focus is to get students into LC. We just want to be coordinated in how we do it.

Student Affairs has just had three very successful student orientations and broke all records for the Welcome Fair. All current indications are that we are up, and up substantially, on new entering students. We are over coming some big troughs - a big graduating class and
lower previous freshman, sophomore and junior classes. Student Affairs activities usually support goal number two but can be involved with the other Strategic Plan goals.

**Major Student Affairs Projects**

Student Affairs will be implementing the use of “Recruiter” and “Courseleaf” for catalog and curriculum management. Both systems involve IT in a big way. With Courseleaf, the catalog and curriculum management software allows us to make the production of our course catalog more efficient and real time.

The Recruiter program is a hallmark of efficiency. Recruiter enables us to customize correspondence down to the student profile which is a proven technique to getting more people interested and enrolled. The other advantage that Recruiter has is advanced statistical data analyses imbedded in the program which will tell us where we are spending our recruiting dollars, coded down to the student type, and identify the mix of mailings and interactions that it took to get a student to come here. It will take us a year to get the program up and running. The first cohort that will really have been a part of the whole thing will be our fall 2016 cohort. On campus training will occur the end of September and they will train others like Student Accounts and the Controller’s Office.

Noel-Levitz will review our enrollment plan to provide us with an external perspective assessment. Their work will occur in November.

Student Affairs will be improving their internal communications strategy. Internal to Student Affairs, they have started having every unit report on Thursdays a summary of what they are working, personnel information, and the status of longer term initiatives. Information from the group will be reviewed to determine what will be put out on social media and which of these things will be provided to the President’s Council either in person or electronically. UAP process funds were designated to hire a dean of students. The dean of students will be additional duties attached to a current position. Some interviews have taken place but it will be mid-year before an appointment is made. The dean of students is going to handle more of the rudimentary student judicial responsibilities. The dean of students position will allow the Vice President of Student Affairs to focus more energy on broader enrollment strategy, the replacement for Loretta Nickel, the Director of TRiO, who indicated that she will be retiring this year, and Title XI and ADA regulatory issues that will focus and guide the campus into compliance. Web Advisor will be replaced by Student Planning in February. Student Planning will allow students to plot out their tentative education plan and advance register for courses. First Year Experience and peer mentoring students will assist in the advising effort and to mentor students as they get acclimated to LCSC. Financial Aid was assisted by the people within Vice President of Finance’s group to try to get more financial information out to students sooner. Information was provided in mid-June instead of August to allow time to plan and take care of issues prior to the start of school. Financial Aid will continue to work with others on campus to better communicate financial matters to students. Student Affairs will continue over the next year to work with other areas like Academic Affairs, Administrative Affairs, and College Communications to better market LCSC, provide expanded classes for non-traditional students and connect closer with community and its leaders.

**Administrative Affairs** will continue to work to close the salary gap for employees. There has been an upward momentum in garnering resources from the state to achieve a sustainable growth level. Our staff has grown by 14 FTE this year but to help achieve goal
four of the Strategic plan, we will continue to work on the salary gap for employees and press the Board and legislature to provide a fund shifting to relieve the burden on students of almost one half the cost of employee salaries and health benefits. Administrative Affairs will work with the newly formed Change in Compensation Committee to keep quality employees to better serve the students.

Administrative Affairs is working with the State Board to end the mandate that institutions provide their own SHIP plans with the thought that insurance is not our area of expertise and to allow the students the flexibility to obtain the plan that fits their needs.

Lewis-Clark State College is the most affordable four year institution in the state and we want to continue to hold down student tuition. We have had the lowest increases of tuition of any of the Idaho institutions. Administrative Affairs is looking for ways to make the tuition more predictable for the students and to emphasize to all we are trying to control all student costs. They will be tracking other significant student costs such as course fees and will work to help reduce the cost of textbooks for students.

Administrative Affairs will continue to work with the State Board on the Enrollment Workload Adjustment (EWA) mechanism to develop a better mechanism to cover the actual cost of delivering the courses we deliver.

The upgraded F9 system will be used by unit managers to help them track and execute annual budgets.

They will continue to work with Academic Affairs to the balance assessment process with the planning operations. The work here will allow for seamless groups and stronger interactions and teamwork between players.

They hope to implement the Work College concept trial that was purposed to the legislature as a line item. A trial run of 20 students with their employers acting as an initial layer of advisors will be tested. The Work College program would avoid or eliminate tuition payments or expenses to dramatically reduce student debt.

Administrative Affairs will be pressing forward for larger grant opportunities by identified Title III and FIPSE grant opportunities for next cycle.

They will emphasize to Legislature the need to resume planning for maintenance of current operations to meet inflation and capital replacement.

Chet thanked the group for bearing through the noise and disruption of the current projects. He referenced the projects that are currently happening on campus: Silverthorne upgrade which will be complete around the end of December; work at the Library and the TCC modifications; addition to campus storage; and an energy savings audit. Projects that are soon to start are the planning phase for the Clearwater Hall Build-out; upgrades to the old IPO space by KinderCollege for classroom, office and health services space; improvements to the Administration Building conference space; a higher education campus in Coeur d’Alene; PTE upgrades/expansion that will include large and small projects such as Witt parking lot and the automotive area; and improvements for Spalding Hall. Most of the work on these projects is being done through State funding. Administrative Affairs is also working pretty
hard to improve the campus green space by the Arboretum project using institutional resources as well as generous donations.

The Faculty has made changes to Faculty governance in the interest of make things more efficient. There will be five distinct committees that report to the Senate: Faculty Affairs; Student Affairs; General Education; Curriculum; and Budget Planning and Assessment. This fall the highest degree of activities for these committees will be with Gen. Ed and Curriculum in dealing with the Gem stamping of classes and new syllabi. The first Senate meeting is Sept 4th in which both Gen Ed and Curriculum committees will present a plan for how to most efficiently work through the fall activities since the deadline is January 1, 2015. In order to meet this deadline, all changes must be in by no later than October 15, 2014. This is a really big deal as it means changes to the objectives for dozens of courses. Most faculty members will have at least one course that will be affected by the new guidelines and all these changes have to go through the Gen Ed and Curriculum Committees and Senate. Program Prioritization will require the faculty to come up with action steps and or action plans depending on the category their program was placed in. Faculty will be using Program Prioritization to better their programs and ask for resources to improve their programs. The Faculty Affairs committee this fall will take on the role of faculty development which is grants and sabbaticals. The primary focus for faculty should be and has to be providing the best teaching they can in the classroom.

The focus of this group and the Strategic Plan is on providing the best education that we can provide to students. The interaction of faculty and students is the focus of what we do. President’s Council this year will monitor what we are doing to meet the goals and objectives we have specific to the Strategic Plan. To that end at the next meeting, which will be Sept 24th, the President will ask some members of President’s Council to do a similar report on what their areas are doing to meet the Strategic Plan. Athletics, Information Technology, Institutional Research and Assessment will give an overview and update on what progress and plan are. Representatives of PSO and CSO will also be asked what their plans are as an organization to help the institution move forward. Each person on President’s Council should be prepared to give a report on what is happening in their area this year in how it relates to improving LCSC. We want to be able to justifiably say we are one of the best colleges in the Northwest.

Mary Hasenoehrl will be setting down as our leader of College Advancement as of Oct 17, 2014. Mary was thanked for all she has done over the years and the very successful Capital Campaign. The search for Mary’s position will start soon and some members of the President’s Council may be asked to help.

Chet Herbst announced that there will be a new weapons procedure forum on Sept 18th at 3:15 pm in SUB 143 for all employees, faculty and staff if anybody have any questions on the new procedures. A special session will be set up for students.

4. Next meeting: Wednesday, Sept 24, 2014 at 9:00 a.m. in the Activity Center Conference Room.

5. Adjournment