

LCSC President's Council
November 15, 2019
Host: Academic Affairs – Music Building

Info Items & Updates -Announcements/Reminders/Air-time & Action Issues: ALL?

-Net position update (CP/Julie): *See Appendix A*

-All campus meeting (January 2020) & possible leg ed week highlights – info item submissions? “did you know???”

See the following attachments:

- (1) Economic Impact Study,*
- (2) Enrollment Quick Facts,*
- (3) IRE Fact Sheet Fall 2019,*
- (4) Opportunity-Success-Partnership*

NOTE: If you have something about your unit or something that you've done that you want people to know about, send the information to Bert Sahlberg. It will be shared at the January all-campus meeting.

-Shared knowing, shared messaging, building our narrative

-area/unit process-procedure & deadlines “manuals” “guides”: *Departments/divisions will create manuals/guides in an effort to ensure that others can step in when retirements or personnel changes occur. Manuals should be ready by the end of the 2019-2020 academic year (May 2020).*

PROVOST STINSON

See Appendix B, page 1: Academic Affairs Powerpoint Presentation 11/15/19

VP HANSON

- *The Health and Wellness committee is working with the Department of Health & Welfare to be a closed site for dispensing in emergency situations (i.e., threats of pandemics)*
- *Advance registration campaign happened this week. There has been a 5% increase in the number of students who have taken advantage of registering early from the last advance registration event. The contest among divisions for the most students who have registered in advance ends tonight. The winning division will get a pizza party catered by Sodexo.*
- *The Headcount enrollment report will be disseminated to Council members on Monday, November 18.*
- *January applications are up in CDA, and the number of admitted students for Spring semester is also up. Lewiston numbers of applicants are down by 80, but admitted students are flat. Transfer student numbers are up and there is a significant increase in nursing students. The Advising Center is connecting transfer students directly with divisions, and the effort to reach Stop-outs (juniors/seniors in good standing who left LC State) is ongoing. Communication by phone, email and direct mail.*

VP KILBURN

- *The Permanent Building Fund Advisory Council receives three types of requests: Capital projects, Alteration and repair and ADA. Our capital request for \$2.5M for the CTE building has been accepted for review, and we will be given \$1M to repair the Activity Center roof, construct security access points, and take care of deferred maintenance. No word on ADA.*
- *The CTE building project is a little ahead of schedule.*

PSO/CSO/**Faculty Senate**/ASLCSC – *No report*

UNIT LEADERSHIP:

Ms. Erika Allen, Director of College Advancement
Dr. Grace Anderson, Director of IRE & Grants
Mr. Ryan Bircher, Internal Audit
Ms. Soo Lee Bruce-Smith, Director of Admissions

Dr. Fred Chilson, Dean School of Professional Studies

See Appendix B, page 2 -

- *Signature certificate: Entrepreneurship*
- *Highlights: Entrepreneur Challenge*

Dr. Julie Crea, Senior Budget Director
Ms. Ashley Edwards, Title IX Coordinator

Ms. Mary Flores, Dean Liberal Arts and Sciences – Martin Gibbs reported

See Appendix B, page 2

- *Signature certificate: Writing for Web & Social Media, collaboration with Communication and BTS*
- *Highlights: Faculty – Nancy Johnston, Division of Natural Science & Mathematics and Pete Van Mullem, Movement and Sport Sciences*

Mr. Logan Fowler, Director of Comm and Marketing/Interim Dir Com and Gov Relations
Mr. Tom Garrison, Physical Plant Director
Ms. Justene Garner, Director of Student Services, CDA

Ms. Brooke Henze, Director of Athletics: *Brooke reported growth in all sport rosters, WAA involvement with LHS/CHS “Golden Throne” events, and update on Fall sports teams.*

Ms. Debra Lybyer, Sr. Director of Advising

Dr. Jeff Ober, Dean for Career and Technical Education

See Appendix B, page 2

- *Signature Certificate: Cybersecurity*
- *Highlights: Faculty – JR Kok and Rodney Farrington*

Mr. Rocky Owens, Sr. Director, CDA

See Appendix B, page 1

- *Coeur d'Alene area is projected to see significant population growth.*
- *Rocky sits on the CDA Chamber of Commerce Board, and the Strategic Plan group with the City of CDA and LCSC.*
- *LCSC is the leading baccalaureate institution in North Idaho.*
- *Student retention at LCSC-CDA is great, and Student Services plays a significant role in the effort.*

Mr. Allen Schmoock, Director of Information Technology

- *Allen reminded everyone that Windows 7 sunsets as of January 2020 and all campus computers should be updated with Windows 10.*
- *Departments' and divisions' "generic" student account emails (e.g. workstudy@lcsc.edu) will be eliminated. Internal audit revealed that we should not have several people having access to one email account.*
- *Beta testing on the web upgrade is completed. Web editors have been reduced from 180 to 60; Celeste McCormick is the lead on the new web and will hold training for web editors in February.*
- *Web server upgrade will occur on Nov. 26-27. No edits during the upgrade.*

Ms. Vikki Swift-Raymond, Director of Human Resource Services

Meeting Schedule, Location Rotations & Presidential Priorities/Emergenetics



December 9 4:30-6:30 pm Council/Cabinet Holiday Fete at President's residence

Spring Meeting Dates: Last Monday of the month

January 27 1:30-3 pm

February 24 1:30-3 pm

March 23 1:30-3 pm

April 27 1:30-3 pm

Lewis-Clark State College
Net Position Balances
As of June 30, 2019

Information Taken from Workpapers Relating to Audited Financial Statements

	LCSC
1 Net Position:	
2 Invested in capital assets, net of related debt	\$52,850,988
3 Restricted, expendable	3,168,953
4 Restricted, nonexpendable	0
5 Unrestricted	18,784,556
6 Total Net Position	\$74,804,477
7	
8 Unrestricted Net Position:	\$18,784,556
9 Obligated (Note A)	
10 Debt Service	\$0
11 Program Commitments	322,832
12 Capital Projects	8,247,341
13 Total Obligated	\$8,570,173
14	
15 Designated (Note B)	
16 Capital Projects	
17 Facilities	\$0
18 Equipment	3,042,800
19 Program Commitments	
20 Academic	1,960,380
21 Other	2,563,727
22 Other	1,769,582
23 Total Designated	\$9,336,489
24	
25 Unrestricted Available (Note C)	\$877,894
26	
27 Operating expenses	\$54,048,733
28 Ratio of Unrestricted Funds Available to operating expenses (1)	1.62%
29 Ratio of Designated and Unrestricted Funds Available to operating expenses	18.9%
30 Ratio of Obligated, Designated and Unrestricted Funds Available to operating expenses	34.8%
31 5% of operating expenses (minimum available reserve target)	\$2,702,437
32	
33 Two months operating expenses	\$9,008,122
34 Ratio of Unrestricted Funds Available to two months of operating expenses	10%
35 Number of days expenses covered by Unrestricted Funds Available	6
(1) Subsequent events: \$805,000 in grants/donations for the Career & Technical Education facility	\$805,000
Ratio of Unrestricted Funds Available to operating expenses including subsequent events	3.11%

Note A: Obligated - Contractual obligations represent a variety of agreements which support initiatives or operations that have moved beyond management planning into execution. Obligations include contracts for goods and services, including construction projects. Obligations contain debt service commitments for outstanding debt and staffing commitments for personnel. These amounts also consist of inventories and other balances for which a contractual commitments exist.

Note B: Designated - Designated net assets represent balances that are not yet legally contracted, but have been dedicated to initiatives that have been deemed to be strategic or mission critical. Balances include capital or maintenance projects that are in active planning phases. Facility and administrative returns from sponsored projects (grants and contracts) are reinvested in infrastructure or on efforts to obtain additional grant funding. Documented central commitments to initiatives that have been approved at an executive level are designated.

Note C: Unrestricted Funds Available - Balance represents reserves available to bridge uneven cash flows as well as future potential reduced funding. Current examples of potential future reductions are:

LCSC President's Council

Appendix B



Nov_2019_Academic_Affairs_Pres_Council_Presentation_for_minutes_Page_1.jpg



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Signature Certificates

LC State's Signature Certificate program embodies our commitment to "Connecting Learning to Life". Signature certificates knit together academic and CTE courses, and as such are designed to serve the needs of 21st century careers.

School of Career & Technical Education: CYBERSECURITY Certificate

Overview: Cybersecurity is projected to experience 30% job growth and is ranked in the top 10 on the Hot Jobs list. This certificate introduces the field of cybersecurity and the inherent connections and application of cybersecurity knowledge and skills across disciplines and work dimensions.

Curriculum (10 credits):

- ISATI 126: Introduction to Cybersecurity (4 cr)
- BUS 365: Business Law I (3 cr)
- HRPT 185/SS 185: Human Relations in Organizations (3 cr)

School of Liberal Arts & Sciences: WRITING FOR THE WEB & SOCIAL MEDIA Certificate

Overview: This certificate introduces students to the ever-evolving fields of web design, social media, and web-based writing. Students learn the foundations of web page creation, programming, and management; as well as how to create content for websites, blogging, social media, and other applications. "Soft" and hard skills learned are of use and value in personal, business, technological, and/or social applications.

Curriculum (9 credits) - complete 3 of the following courses:

- CITPT 101: Introduction to Web Design & Development (3 cr)
- PITPT 139: Adobe Photoshop (3 cr)
- COMM 440: New Media & Communication (3 cr)
- ENGL 304: Writing for a Digital Audience (3 cr)

School of Professional Studies: ENTREPRENEURSHIP Certificate

Overview: The entrepreneurship certificate will give individuals the knowledge and skills they need to identify and launch new business opportunities, as well as further empower those already managing a fledgling business. The courses provide an overview of general business concepts and include practice creating business plans.

Curriculum (15 Credits):

- BUS 101: Introduction to Business (3 cr)
- BUS 261: Small Business/Entrepreneurial Management (3 cr)
- BUS 321: Principles of Marketing (3 cr)
- ACCPT 214: Computerized Accounting (3 cr)
- CIPT 150: Applications in Electronic Commerce (3 cr)