



Faculty Association Meeting

Draft Minutes

April 23, 2020, 3:15pm

Zoom Meeting ID: 905495597

Virtual Meeting

Present: Kerensa Allison, Ayjodeji Arogundade, Charles Bell, Jullie Bezzerides, Lynne Bidwell, Johannah Bjork, Seth Bradshaw, Kylee Britzman, Amy Canfield, Jenna Chambers, Fred Chilson, Lauren Connoly, Chelsea Cronin, Harold Crook, Marlowe Daly-Galeano, Christa Davis, Rhett Diessner, Kacey Dimert, Laura Earles, Tirazheh Eslami, Jane Finan, Mary Flores, Tracy Flynn, Samantha Franklin, Martin Gibbs, Sarah Graham, Marcy Halpin, Greg Harman, Renee Harris, Krista Harwick, Sue Hasbrouck, Mark Haynal, Sterling Hiebert, Leif Hoffmann, Lorinda Hughes, Rachel Jameton, Matt Johnston, Nancy Johnston, Bryce Kammers, Jay Kimble, Beverly Kloefer, Debbie Lemon, Jenni Light, Luella Loudenback, Luther Maddy, Eric Martin, Rob Mcdonald, Amy Minervini, Manee Moua, Teresa Nash, Leanne Parker, Michelle Pearson-Smith, Cynthia Pemberton, Jef Peterson, Peter Remien, Tiffany Renner, Clay Robinson, Mary Lou Robinson, Joshua Rogers, Bowie Rose, LaChelle Rosenbaum, Suzanne Rousseau, Raymon Royce, Jessica Savage, Wendy Shuttleworth, Lori Stinson, Eric Stoffregen, Royal Toy, Amanda Van Lanen, Heather Van Mullem, Pete Van Mullem, Angela Wartel, Jennifer Weeks, Lee Ann Wiggin, Scott Wimer

- I. Call to Order @ 3:15pm
- II. Approval of Faculty Association minutes from March 12, 2020 *Motion to approve minutes by Harold Crook, 2nd by Jenni Light, one abstention, minutes approved.*
- III. Treasury Report as of March 31, 2020
 - i. Benevolence = \$4,470
 - ii. Local = \$4,846Consider donating to Faculty Association; Benevolence Fund, etc.
- IV. Remarks:
 - i. President Pemberton
 - i. A letter was sent out about May 1st meeting, please review.
 1. This came in an email dated 4/22/2020 from LC State News. *It is included as Campus Community Ltr_04222020.pdf after the minutes.*
 - ii. I am in meetings with community and state agencies that are used to inform our practices and procedures moving forward.
 - iii. We made about \$2.5 million in cuts prior to COVID-19. The Governor required 1% return and a 5% holdback. We are currently relying on national trends rather than modeling that we had used in past to understand enrolment and other trends. We are not sure if we are looking at 0% – 20% drop in enrollment, so

understanding the budget challenges is difficult at this time. In addition, COVID-19 has caused us to have an additional 2-million-dollar shortfall.

- iv. Next year we could be facing a 5 million dollar or more shortfall. This is what prompted the letter. The tiered furlough model has been approved for implementation this coming fiscal year.
- v. Additional information regarding funding for rank advancement will be forthcoming as we receive more information from the State. The monies to fund these advancements will be coming through cuts, as there are no pots of money that are set aside for this during the current economic issues we face. We presented additional information about the expenditure of funds to the State, per request, and I am hopeful that they will approve and continue and will fund the request. It is likely that there will not be monies available for promotion next year. I will let you know when I know more.
- vi. There will be cuts. We will follow all policy guidelines.
- vii. There will be a Fall [semester], but it will take a long time before we are back to our “old” self.
- viii. What Faculty can do:
 1. Rock the transition from Blackboard to Canvas. If we are forced through uncertain means to return to online delivery, we will have the great opportunity to ensure that the use of our online platform has been developed well and is available to us.
 2. Recruitment & retention. There are ways you can help us to move forward. I will be calling on you to do more.
- ix. Questions:
 1. HR Flexibility from the State Meeting:
 - This was approved a week ago. The vote was done a second time and it means that the Presidents have more flexibility for the series of interactive notices, it does not change policy. The interactive notice points are what has changed.
 2. Eric Stoffregen: How does the furlough model work for faculty, as fewer days are specified for the various salary bands.
 - Furlough model was chosen specifically, as reducing base pay makes it very difficult for increases to occur as the legislature has to approve them. You will have X number of days that you will need to input [as part of the furlough] to reduce your pay. You will most likely take those days over Christmas, or other natural breaks (e.g. Fall Break, Spring Break).
 - Q: Will those on extended contracts such as 10-month be impacted differently than those on traditional 9-month contracts?
 - i. Since your pay is prorated it should not make a difference.
 3. Harold Crook: How close can you get to the necessary reductions through furloughs?
 - It doesn't even get us to \$500,000 dollars. We are looking to meet the shortfall by making \$1 - \$1.5 million in cuts, about \$1million in stimulus coming to us in one-time money, and the remaining \$2 million in managing costs.
 - Monthly payroll is about \$3million dollars, so if we forced a month-long furlough we would only get about half way to the required amount.
 4. Beverly Kloepfer: Can we use sick time for the furlough?
 - I don't know.

5. Laura Earles: Question about State Board revision 2b timelines for non-renewal of contract.
 - If a faculty member will be cut they will receive notice. Our main focus is to try to cut another way and retain as many personnel as possible.
 - Q: Deadlines for pre-tenure have already passed.
 - i. We notify by July 15th that you are in a terminal year
6. Q: How was the furlough model determined.
 - I made a choice and was considering that those under \$40K still needed to eat. In other areas, I considered the minimization of the loss of person-power of what was happening. The decision was made by: A - looking at other models, and B - our personalized context.
7. Q: Has there been any noted cost savings to us working off-campus?
 - Yes, but it is not huge. This has been impacted as we decided to refund housing to students. We also paid people for work they were not doing before the CARES funding came in. We cannot pay ourselves back if we put money forward prior to the dollars being available.
8. Laura Earles: Flexibility allowing for a non-uniform approach to furloughs. Is it possible to retain individuals by providing additional furlough days rather than losing the person?
 - There will be a day and time past COVID-19. My goal is to minimize the loss of any employee to keep us whole. The policy is written to keep everyone in a policy class together and treat them exactly the same. This question is a good example of why I am asking for us all to think about what is happening so that we can come up with creative solutions.

ii. E-Learning

- i. As a reminder, Summer 2020 will be the first semester of JUST Canvas!
 1. All faculty now have access.
 - Username is always your WarriorWeb ID, which is typically the first part of your LCMail (Example: bbwarrior).
 - Your password will be set the first time you log in to Canvas by selecting Forgot Password on the Canvas login page. Enter your Username then click Request Password. An email will then be sent to your LCMail with a link to set it. The reset email may take a few minutes to reach your inbox and be sure to check your spam folder as well.
 - If after an hour, no email is seen in any of the places above, contact Canvas directly (866-691-2781).
- ii. 2020SU and 2020FA course shells are in Canvas now.
 1. Information on course shells and content can be found on the eLS Conversion and Clean-up page (<https://www.lcsc.edu/e-learning/canvas/conversion-and-clean-up/>)
- iii. Instructor access to Blackboards ENDS at 11:59pm on June 5th. Any course materials required past that point will need to be requested through e-learning@lcsc.edu.
 1. Please be specific when requesting materials – instructor(s), course name, course ID, semester/year, etc.

- iv. More training dates have been added; specific dates and times can be found on the eLS Canvas Coaching page (<https://www.lcsc.edu/e-learning/canvas/canvas-coaching/>)
 - 1. All Canvas trainings have gone virtual, via Collaborate – the link is on the eLS Canvas page (<https://www.lcsc.edu/e-learning/canvas/>)

If there are any additional questions please contact Dawn Lesperance 208-792-2318
sdlesperance@lcsc.edu

V. Approval of Spring 2020 Graduation List

Motion to approve the Spring 2020 Graduation List made by Beverly Kloepfer, 2nd by Harold Crook, 65 in favor, 2 abstentions, motion passed.

VI. Faculty Association SCE statement:

“Student Course Evaluations (SCEs) for the 2020 spring semester will continue as planned. Due to the Covid-19 pandemic, the Lewis-Clark State College (LCSC) Faculty will be given the option to exclude any Student Course Evaluation results obtained during the Spring 2020 semester from future evaluations or considerations.”

Q: Where will the statement reside? They will reside in the minutes and on the Faculty Association website, Provost is there another place we can place this?

A: Provost: I am happy to host on the Provost website.

Q: Greg Harman – Can this not be reflected in policy?

A: Provost: This is not reflected in policy, but rather a request by the faculty for leniency for this term. It is possible that we may need to look at policy in the future to account for this type of extreme situation.

Q: Mary Flores: The SCE Statement given to the students states that the reviews will be used.

A: Provost: As part of accreditation we are required to provide a format for student input an evaluation and will continue to do so.

Q: Will excluding evaluations infer that instruction was bad or patchy?

A: Provost: This is a reminder that there was an extreme situation and not necessarily a reflection on poor instruction or response to the requests of adjusting the courses.

Q: Wendy Shuttleworth: Why not just asterisk this semester like we are doing for the students.

A: Provost: I think that was the intent of this statement

Q: Lorinda Hughes: This does not have to be a glass half empty statement. If faculty have great SCE’s it can work in other ways to support them.

Motion to approve the Faculty Association SCE statement made by Eric Martin, 2nd by Michelle Pearson-Smith, 52 in favor, 5 against 8 abstentions, motion passed.

VII. Voting on proposed changes to Policy 1.102 Operational Guidelines for Faculty Governance

Mary Lou: I am not sure with all that has been explained that I understand.

i. Compensation to the chair

Clarification: Instead of receiving automatically it now must be negotiated.

Move to approve change to Policy 1.102 Operational Guidelines for Faculty Governance I.B.2.a. Compensation to the Chair made by Harold Crook, 2nd by Scott Wimer, 48 yes, 8 no, 9 abstentions, motion passed

ii. Faculty Affairs Term Length

Clarification: Old terms were for one year, but the idea is to encourage some longevity in the committee.
Move to approve change to Policy 1.102 Operational Guidelines for Faculty Governance III. Section 3.A.2.a. made by Laura Earles, 2nd Martin Gibbs, 65 yes, 1 no, 1 abstention, motion passed

iii. Structure of General Education Committee

Greg Harman: This creates a conservative majority in this case as the others cannot represent.

Laura Earles: Having served on Gen Ed and worked on this in the past, the expertise has been helpful.

Jane Finan: In order for a class to become GenEd, there are State requirements as well. Having individuals with the expertise is beneficial.

Q: Would it be possible to expand the committee to avoid undue influence by the three divisions?

Harold Crook: One of the reasons to keep it small was to keep it from getting unwieldy.

Marlowe Daly-Galeano: Wouldn't 40% of the committee still be from other divisions? This seems like fairly significant representation from divisions that may not teach many general education courses, while allowing the divisions that have more experience in these areas and their corresponding learning outcomes to have a say as well.

Mary Flores: GenEd recommendations go to the Curriculum Committee, which has representation from all divisions.

Sue Hasbrouck: I think Business Division might be one of the divisions 'impacted' by this (we teach Principles of Economics, which are Gen Ed courses), and I'm ok with it.

Greg Hartman: This seems to need more thorough re-design in policy than simply saying what we're saying here. That's a reason not to vote for it.

Martin Gibbs: There is also a state gen ed working group (in discipline areas) that are linked to the gen ed teaching divisions

Move to approve change to Policy 1.102 Operational Guidelines for Faculty Governance III .Section 3.D.2. Structure made by Eric Martin, 2nd by Angela Wartel 44 yes, 14 no, 6 abstentions, motion passed

iv. Aligning policy with the previously approved hearing board policy

Move to approve change to Policy 1.102 Operational Guidelines for Faculty Governance III.Section 4.B. Structure made by Laura Earles, 2nd by Sterling Herbert, 57 yes, 6 abstentions, motion passed

VIII. Elections

i. Hearing Board

i. Debbie Goodwin (2020 – 2023)

Motion to approve made by Sterling Herbert, 2nd Jenni Light 56 yes, 4 abstentions, motion passed

ii. General Education Committee nominations

i. Two nominations needed for three-year terms (2020 – 2023); nominees cannot come from DONSAM, Humanities, and Social Sciences

1. Jessica Savage (MaSS)

2. Beverly Kloepfer (NHS)

Motion to approve as slate made by Royal Toy, 2nd by Harold Crook, 58 yes, 1 no, 3 abstain, motion passed.

ii. Fall 2020 substitute for Amanda Van Lannen (Social Sciences) due to sabbatical:
Laura Earles (Social Sciences)

Motion to approve made by Angela Wartel, 2nd by Beverly Kloepfer 59 yes, 1 no, 3 abstentions, motion passed.

iii. SPRC

i. Chair position – BTS - Casey Blamires (Associate Professor, 2020 – 2021)

ii. Full professor position – T & I - Rob McDonald – (Professor, 2020 – 2021)

iii. Assistant professor position – T & I - David Irish (Assistant professor, 2020 – 2021)

iv. Member at any rank – T & I - Erick Cummings (Professor, 2020 – 2021)

Motion to approve as a slate made by Laura Earles, 2nd Angela Wartel, 58 yes, 5 abstentions, motion passed.

- iv. STPRC
 - i. Business Division: Randy Eriksen (Professor, tenured, 2020 – 2023)
 - ii. Humanities: Marcy Halpin (Assistant Professor, tenured, 2020 - 2023)
 - iii. Nursing & Health Sciences: Tracy Flynn (Professor, tenured, 2020 - 2023)
 - iv. STPRC Chair: Kerensa Allison (Associate Professor, Social Sciences, tenured, 2020 – 2021)

Motion to approve as slate made by Martin Gibbs, 2nd by Harold Crook, 57 yes, 7 abstentions, motion passed.

- v. Secretary
 - i. Royal Toy

Motion to approve made by Eric Martin, 2nd made by Laura Earles, 57 yes, 4 abstentions, motion passed.

IX. Good of the Order

- i. 8th Annual Art of Giving
 - i. Thanks to volunteers from the Idaho Army National Guard and the generosity of the Normal Hill neighborhood, we collected over 1,500lbs of food (with another several 100 pounds for the LCSC Warrior Food Pantry) this week.
- ii. Will the faculty/staff award recipients be announced soon?
 - i. Provost: We are not sure how this will work at this point. Perhaps a welcome back luncheon. If we are not able to do so we will investigate other opportunities.
- iii. Lori Stinson to Leif: You have done a great job and demonstrated great use of the Zoom technology as part of this meeting.

Motion to adjourn the meeting at 4:57pm made by Sterling Herbert, 2nd by Eric Martin, unanimously approved, no abstentions



Dear Campus Community,

This message serves to update you regarding our communication plan for the remainder of the semester, share implications and actions associated with the financial challenges we are confronting, and forecast, as much as possible, what we anticipate summer and fall may look like.

Communication: As you know, we have been using our Monday Message email, along with our [COVID-19 webpage](#) to share information, updates and answer questions. I have also maintained Tuesdays at Two via Zoom in an effort to keep image and voice-based communication opportunities open. We had a productive Ask and Answer 4/21; and have worked hard to try and ensure that Cabinet meeting messaging is going out across our various faculty and staff constituent groups. Unfortunately, as we are all too well aware, the situation we find ourselves in continues to be frustratingly fluid. We have and will continue to take our cues from the Governor, and State and CDC guidelines. Our priority has and will continue to be the health and safety of our campus community, followed closely by our ongoing commitment to our education mission. To all who have done and continue to do so much in these incredibly challenging times, thank you.

Economic Challenges: Institutions, businesses, industries, and economies across the globe have been negatively impacted by the pandemic. As will be presented during our May 1 Virtual All-Campus Meeting, the economic challenges derived from LC State's COVID-19 reality are formidable. We are not an institution with any kind of large endowment, nor excess "reserves." We are, truly, a lean and efficient operation, steadfastly committed to and focused on teaching and learning.

We did very hard work, following through on incredibly difficult decisions in response to our pre-COVID financial circumstances. Recall that we were told to implement a 1% FY20 budget rescission and to implement a 2% cut to the base budget for FY21. We had losses associated with the enrollment workload adjustment (this was mitigated with a one-time hold-harmless appropriation) and received only partial occupancy costs for the new CTE building. These realities, along with revenue losses stemming from incremental and ongoing enrollment declines led us to extract from the 2-5-7% RRF scenario plans and reorganize units, merge some programs and departments, leave vacant positions unfilled, reduce operating budgets and, as a last resort, cut additional positions. The COVID situation has exacerbated our financial challenges even more.

As you may be aware, in March the Governor mandated an additional 1% base reduction (May 2020) for all state agencies, in addition to a request to plan for a 5% holdback of AY21 appropriations (July 2020). LC State COVID-related revenue losses and expenses are already estimated in excess of \$2 million; and national enrollment data trends caution institutions to prepare for fall 2020 declines of 10-20%. These are sobering numbers.

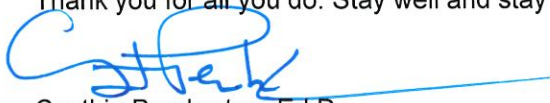
To respond, while the CARES Act funding will provide some one-time help in specific areas such as costs associated with changes to the delivery of instruction and refunds for services no longer provided, it is not nearly enough; and, as such, our path forward will and must include aggressive cost containment/spending reduction efforts. These will include: (a) maintaining vacant positions and continuing our pause and reflect hiring "freeze"; (b) rigorous cost cutting in terms of operational expenses ranging from utilities to supplies, to curtailing non-essential travel, etc.; (c) restrictions on local account spending; (d) further program/unit reorganizations, consolidations and mergers, along with personnel/position eliminations; (e) implementation of a tiered furlough model applied to all employee groups for FY 2021(see the outline below); and (f) ongoing solicitation of cost-saving ideas, input, and creative insights from the campus community – (if you have ideas, please share with division heads or provide input online at www.lcsc.edu/communications/share-your-idea – up and running by May 1).

Approved Furlough Model Outline (More information will be provided via a furlough information website and FAQs page up and running by May 1 at www.lcsc.edu/hr/covid-19-furlough-information-and-faqs)

Annual Base Salary	Furlough Days
\$100,000 +	12
\$80,000 - 99,000	8
\$60,000 - 79,000	6
\$40,000 - 59,000	4
Below \$40,000	No requirement

Our future is challenging. That said, LC State has, is and will continue to be defined by perseverance and driven by our shared commitment to our Mission. A mission that prepares students to become successful leaders, engaged citizens and lifelong learners. This is a mission that matters, to individuals, communities and our shared humanity; perhaps now more than ever.

Thank you for all you do. Stay well and stay strong.



Cynthia Pemberton, Ed.D.
President, Lewis-Clark State College