



## Faculty Senate

### Minutes

Sept. 23, 2021

3:15pm

Zoom Meeting

Present: Kylee Britzman, Lauren Connolly, Jennifer Cromer, Harold Crook, Erin Fay, Kristy Gondor, Sue Hasbrouck, Brian Kolstad, Seth Long, Eric Martin, Suzanne Rousseau, Eric Stoffregen, Royal Toy, Heather VanMullem, Scott Wimer. Ex Officio: Isaiah Ewing, Lorinda Hughes

Guests: Mercedes Pearson

I. Call to Order

II. Approval of Senate Meeting minutes from September 9, 2021

*Motion to approve the minutes made by Scott Wimer, 2<sup>nd</sup> by Eric Martin, minutes approved. (17 yes, 0 no, 0 abstention)*

III. Comments/Updates:

*Administration will not attend 2<sup>nd</sup> meeting of the month unless they are invited.*

IV. Campus Guests: - Closed Meeting

V. Old Business

A. Senator charges listed for policy and procedures: Additional Information solicited from divisions? (Words already listed: Participation in Senate Meetings/Report/Division feedback/Communication/Actively discuss and contributes/Represent faculty)

1. The discussion focused on two points; first, being careful not to add additional policies that may be unnecessary; and second, adding procedures that describe the role of a faculty senator to the Senate website as guidance for those who may want direction beyond what is offered at the division level.

B. Letter of support for the state board of education regarding the policy changes policy III B & III K.

1. A SBOE meeting will occur via Zoom in October. Leadership will wordsmith a response and encourage the change to adjust the letter. There was some concern voiced that the letter of support may seem hypocritical and that the development of the policies was only in response to public outcry. Additional discussion centered around the content of the policies and the benefit to the institutions as they serve to clarify the support that can be expected that was not in existing policy. Leadership suggestions regarding the letter of support will be sent to the other higher education institute Senate Chairs next week.

C. Parental Leave Policy



1. Paid parental leave was instituted via executive order in 2020.  
<https://dhr.idaho.gov/wp-content/uploads/2020/Policies/Paid-Parental-Leave-Final-6.15.2020.pdf>
2. LCSC has a policy in development. Contact HR with any questions about parental leave.

VI. New Business:

A. Office Hours Policy

1. <https://www.lcsc.edu/media/5200/3133-duty-assignments.pdf>
2. Discussion centered around clarification of the existing policy language. The final recommendation was to reword section 2.A. General Policy.
  - a. Recommendation – A. General Policy Instructional personnel are responsible for being available to students. Departmental administrators, vice presidents and other administrative officers are responsible for overseeing the work schedules of the personnel under their jurisdiction.
  - b. It was also recommended that since the policy will go under review that a revision to section 2.B. may be needed as the policy is dated and has not changed in several years. The policy will be brought to the President’s attention for review and adjustment.

*Motion to suggest the change to 2.A. General Policy made by Lorinda Hughes, 2<sup>nd</sup> by Scott Wimer, motion approved.  
(17 yes, no, Abstentions)*

B. On-Campus vs On-duty

1. <https://www.lcsc.edu/media/5205/3138-telecommuting.pdf>
2. Discussion centered around the language of the policy, applicability to faculty, and concerns about how it has been used most recently during COVID-19. The information seems to be taken directly from the Idaho Department of Human Resources (DHR) and will need some lengthy discussion regarding possible changes. It was recommended that either another committee, or an Ad-Hoc committee review and provide a recommendation and/or institute a review of the existing policy.
3. State policy: <https://dhr.idaho.gov/wp-content/uploads/2020/Policies/Statewide-Telecommuting-Policy.4.26.2021.pdf>

*Motion to turn this policy over to Faculty Affairs. Further, we request that they seek and consider input from chairs, deans, & divisions for a possible revision. Made by Harold Crook, 2<sup>nd</sup> Royal Toy, motion approved.  
(16 Yes, 1 no, 0 abstentions)*

VII. Division Reports/Feedback/Concerns

A. President Cabinet update (Lorinda Hughes)

1. Online Idaho\* is not up and running yet due to problems with the website but LC is ready to begin when it is resolved.



\*Note: Online Idaho is a State effort to allow any student in Idaho to take online classes from any institution.

2. Sarah Willmore is now working at LHS and can serve as a good advocate for LC.
  3. Sheila Bond Advancement Service Manager in the Foundation office will be leaving her position in three weeks.
  4. LC is interviewing two applicants for Erica Allen's position as Director of College Advancement and Executive Director of the LCSC Foundation.
  5. Mitchell Palmer Ad Campaign (Advertising for higher education in Idaho) will be coming available to the public in October.
  6. VP Fred Chilson is preparing for the Mid-cycle review which will take place over Zoom.
  7. Michelle Nelson is the Assistant Dean of Career and Technical Education and acting Division Chair of BTS. She will be directly involved in the Clay Long visit to the LC campus on September 23<sup>rd</sup>.
  8. VP Andy Hanson will present to Senate on enrollment numbers and methods in an upcoming meeting.
  9. Marty Gang (Chief Technology Officer/Director of IT) – October is cybersecurity month. The current intranet will be retired in February as it will no longer be serviced. Please contact Marty with any suggestions on where to put the intranet, information from the current intranet, and how it may be used in the future.
- B. Foundation/VP Cabinet update (Sue Hasbrouck/Leif Hoffmann) – No meeting yet.
1. Fred Chilson is interviewing for an Administrative Assistant
  2. Erica Allen and Sheila Bond positions will be filled as soon as possible.
  3. Teresa Cole (Controller) is retiring in November.

#### VIII. Committee Reports

A. Budget, Planning and Assessment:

B. Curriculum:

1. Met September 21<sup>st</sup> for 1<sup>st</sup> and 2<sup>nd</sup> reads

C. Faculty Affairs:

1. Faculty Development Grant applications are due October 1<sup>st</sup>, 2021

D. General Education

E. Student Affairs:

1. Working on the SCE Policy

#### IX. Good of the Order

A. Two curriculum proposals came forward yesterday.

B. Question about the money allotted to Divisions for PD, as there is some confusion...understanding and equity are important as well as transparency.

1. Discussion was held regarding if this was new money or is it was a different allocation of existing funds as the term augmented in communication seemed to infer that there was more available in budgets this year. It is also possible



that the money described was what is allocated for operating expenses for each employee (paper, computers, chairs, etc.) and that a remainder may be used for development.

2. It was recommended that faculty who are planning for professional development request Development Grant Funds first, then to the divisions to see what other funds may be available. If you are unsure please consult with your supervisor.

*Motion to adjourn the meeting made by Harold Crook, 2<sup>nd</sup> by Scott Wimer; motion passed.  
(17 yes, 0 no, 0 abstention)*