



## Faculty Association Functional Area Committees Observation Report

Presented to the LC State Executive Cabinet  
Feb. 21, 2024

Prepared by Jenny Scott, Chair

### Background

Faculty observers for each of the Functional Area Committees (FACs) were selected from the Budget, Planning & Assessment standing committee of Faculty Senate and from Faculty Association/Senate leadership: chair-elect Peter Remien and current chair Jenny Scott. Faculty members from the Budget, Planning, and Assessment Committee (BPAC) include the following: William Davenport (BUCS), Natalie Holman (BTS), Amy Minervini (Humanities), Jennifer Cromer (Library), Deena Rauch (NHS), LeeAnn Wiggin (PLMSS), Kylee Britzman (Social Science), Faquddin Azam (TEAM), and Travis Myklebust (T&I). Individual faculty observation reports were submitted to the BPAC Teams site and compiled into this report.

The various FACs were observed by faculty representatives as follows:

Functional Area Observed	Observation Date(s)	Designated Observer(s)
Academic Affairs	Jan. 23, 2024	Jenny Scott
Administrative Services	Jan. 25, 2024	Jennifer Cromer and LeeAnn Wiggin
Career-Technical Programs	Jan. 18, 2024	Natalie Holman and Travis Myklebust
Direct Reporting Units (DRUs)	Jan. 25, 2024	Peter Remien
Liberal Arts and Sciences	Feb. 2, 2024	Kylee Britzman
Professional Studies	Jan. 18, 2024	Bill Davenport and Faquddin Azam
Student Affairs	Jan. 23, 2024	Amy Minervini and Deena Rauch

### General Observations

Department heads and directors provided data highlights and reviewed progress and challenges of current initiatives within their respective areas during FAC meetings, in addition to describing resource requests.

In the following pages, both one-time (purchases) and on-going requests (personnel) are highlighted that are considered high priority from a faculty perspective.



## **One-Time Funding Requests**

Many one-time funding requests were made and the following captures those that faculty would like to highlight, considering LC State's strategic goals of: 1) Strengthen Programming; 2) Enrollment & Retention; 3) Campus/Community Culture; and 4) Increase & Leverage Institutional Resources:

### Academic Affairs:

- **Liberal Arts & Sciences** requests \$14,000 to upgrade the lighting system in the dance studio.

### Administrative Services:

- **Finance & Administration** stated that risk management issues have increased from 10% to 25% in the previous year, and they are in need of new software to track all funds.
- **Physical Plant** requested \$4,346 as a one-time purchase of SimpleK key management software that would allow them to create a database to coordinate with Public Safety to see who requests keys, and which keys are used by whom. It appears they have a lot of aging equipment, and are lacking in some needed equipment, which leads to outsourcing. It was mentioned that outsourcing often costs double or more than what it would cost in-house, if LC had the needed equipment.

### Direct Reporting Units:

- **Communications & Marketing** requests for continuation of the statewide "Small College. Big Results" billboard campaign (\$200,000) and campus/community branding effort downtown Lewiston and other locations (\$100,000).
- **Athletics** requested a total of \$654,328.10, though a portion of these costs may end up falling on physical plant instead. Highlights include \$400,000 for a new video board for the P1FCU Activity Center, \$70,000 to attempt to purchase the Volmer Bowl track to help expand the track and field program, \$50,000 to establish a permanent cross-country course, and \$9,500 for a dance studio for the new varsity dance team. Logan noted his support for the new video board despite its high cost because it would enhance events like graduation.



- **Institutional Research & Effectiveness** requested a total of \$26,350 for new Qualtrics software that would allow faculty and instructors to monitor student course evaluation results and response rates during the administration period. This would potentially help faculty to improve response rates. There is an initial implementation fee of \$8,250 and a \$18,100 annual fee for the software.

#### Student Affairs:

- **Admissions Office:** Purchase of SAT names, including Pre-ACT and PSAT names as well as money for digital marketing (to students and parents)
- **Student Services (Coeur d'Alene):** Laptops for student rental.

Faculty sees great value in all of these requests but *emphasizes support* of the following:

- Dance studio lighting system: Faculty supports this request if the need is substantiated and that there is a direct benefit to instruction and learning.
- Risk Management software: Faculty supports this request due to the nature of this area of operation and potential liability.
- Billboard campaign & community/campus branding for recruitment efforts.
- Athletics requests that expand current program facilities that may help attract more student athletes/recruits.
- Qualtrics software since it most immediately affects instruction. Many of us worry about dipping response rates since the digital shift, and the software could help us facilitate student participation.
- Purchasing of SAT names and digital marketing funding: faculty supports this direct alignment with the goal/priority of increasing enrollment
- CDA Student Services purchase of laptops for student rental: faculty sees this as an effort in student retention and providing resources for distance learning students/outreach centers.

#### **Ongoing Requests**

Requests for new personnel needs documented by faculty observers include (by area):

##### Administrative Services:

- Admin Services **IH position** (10 hrs/week for one year) to assist with general office tasks due to the increased time spent on risk management: \$8,466)
- HRS (reclassify **HR Associate to professional staff from classified staff**; she completed training on Title 9 so can also be the Title 9 coordinator/investigator)



CTE:

- **Add an Associate Dean position** to oversee the following departments: Workforce Training, the Adult Learning Center, the Center for Arts and History, the Small Business Development Center, and the CTE Learning Resource Center.

School of Liberal Arts & Sciences:

- Increase **Writing Center budget by \$9,000** to match tutor wages of other student workers across campus

School of Professional Studies: No requests.

Student Affairs:

- Add a second **one-stop enrollment specialist in Boise**

Faculty support the proposed personnel cost allocations highlighted above, as they either relate to or directly support instruction, as well as increased enrollment and other important operational functions. The new position for either Assistant or Associate Dean of CTE can be supported by faculty if the need is substantiated, and that the position would provide relevant support to faculty. Direct impact on enrollment pursuits, as well as determining efficiency and effectiveness of the proposed management structure should be explored. What faculty does not want is for this to create slow decision-making processes or conflicting priorities among identified departments.

In closing, faculty would like to express appreciation for the support administration, and most especially the President, has shown in pursuing state funding for competitive salaries and for restoring the sabbatical program this past year. Our recommendations for resource allocations in the next budget cycle would be (in order of priority):

- Salary & benefit increase for all employees consistent with the CEC package passed by the legislature;
- Continued funding of faculty promotions;
- Continued advocacy for increased starting salaries of Assistant Professor and Instructor positions to be competitive in new faculty recruitment;
- New positions/personnel cost allocations that support instructional programs;
- One-time requests such as the marketing campaign that will (hopefully) lead to increased enrollment; and the Qualtrics software that directly impacts our instructional efforts and performance reviews.
- Maintaining both the physical and operating core of our campus, so that new programming does not come at the expense of existing programs.

We appreciate the opportunity to have input in the College's resource allocation decisions and thank the President for demonstrating shared governance.

Thank you.