



Faculty Senate Meeting

MINUTES

November 10, 2022

3:15 p.m.

LIVE MEETING—ACW 134

Present: Charles Bell, Julie Bezzerides, Soo Lee Bruce-Smith, Jenna Chambers, Jennifer Cromer, Harold Crook, Celeste Ellis, Justine Garner, Rachelle Genthos, Kristy Gonder, Sue Hasbrouck, Thomas Hill, Lorinda Hughes, Billy Lemus, Seth Long, Mike Owen, President Cynthia Pemberton, Cecily Puckett, Marti Reese (Alternate), Katie Roberts (Alternate), Clay Robinson (Alternate), Suzanne Rousseau, Jenny Scott, Eric Stoffregen, Luke Thomas, Jess Waddington (campus guest)

- I. 3:15 p.m. - Call to Order/Approval of Senate Meeting minutes from October 13, 2022
- II. Updates/Comments
 - A. President Pemberton

President Pemberton reminded faculty of the upcoming accreditation cycle. The Northwest Commission is asking for a report this spring and another in fall. Currently-involved parties include the President's Council, deans and division chairs, who will draft the framework for the accreditation report. Provost Chilson will also be asking for faculty to be part of the process.

Question from senator: We know that open positions go into an open pool, and recognize that there are still budget constraints at the College. Currently Humanities has six vacant faculty positions that we would like to fill, but we have not yet been authorized to do so. Division members express they are a bit discouraged.

Answer from President: Yes, these open positions go into a central pool. There is a reason for this. When I was hired, we had about \$20 million in one-time reserves, but there were obligations against those funds (for example, the new CTE building (\$10M), Spaulding Hall renovation (\$4.5M), and the DeArmond building in CDA (\$600K)). Then the CTE building came in 30% higher than expected. We secured an extra \$2.5M from the legislature and \$1M from Albertson. However, this more than exhausted our one-time reserves. In addition, LC State traditionally ran a structural deficit of \$1.1M per year, which further compounded the problem, as did the three-year freeze on tuition. Declining enrollment and budget cuts meant we had to cut about \$2M out of our base funding, and this was done by eliminating and/or holding vacant positions open. The President explained further that the only way to fund things like CEC and faculty promotions was by "cannibalizing" vacant positions. Currently, there is about \$1.1M in open positions included in the pool, that includes staff as well as faculty positions. To avoid making further cuts, the funding



is being held centrally and we are only refilling positions that we can guarantee will stay. Open positions will be filled when enrollment increases and circumstances warrant it. Some divisions, for example, have to maintain stipulated faculty-student ratios in order to maintain accreditation. When we achieve stabilized enrollment, hiring will focus first on some of the staff areas where people are performing dual roles. The President expressly asked for Senate's support, help, and understanding in understanding this circumstance--cuts have led to staff operating too leanly. Faculty position growth will be associated with enrollment growth and potential.

Another senator expressed gratitude for the President's transparency with communication and updates, then indicated that faculty within their division were concerned about the deadline for fall schedules—how should we plan fall schedules if we don't know if we have another position?

The President then discussed the concept of "zero-based scheduling," which means offering courses outside their traditional time/manner, and she also described how repeating the same schedule every term limits our demographics' preferences. In sum, zero-based scheduling means starting fresh with scheduling plans each term, to see if we can capture more enrollment by offering courses outside of the usual times/days.

One senator pointed out that previously when faculty taught summer courses, these were considered "in-load," and counted toward their academic year load. Another Senator recalled a time when Saturday classes were offered. If we did so again, could this be included in your normal teaching load?

President Pemberton: possibly, depending on your division.

One senator questioned whether we knew if non-traditional students take more online classes?

President Pemberton: yes, but I don't have the precise numbers at the moment.

Another senator brought up summer course pay rate being equivalent to adjunct wages.

President Pemberton: we have the highest adjunct wages of all the four-year institutions in Idaho. Please have conversations in your division on creative scheduling/teaching load. We will also have experts (for ex., financial aid) weigh in, to make sure we aren't missing something.

B. Chair's Report

1. SP23 Proposed Association/Senate Meeting Dates

Proposed meeting dates for spring semester were included as item #3 in the November 11 Teams folder. Please note there are only three Senate meetings scheduled; the rest will have to be meetings of the full Faculty Association to consider/vote on things like emeritus nominations, officer elections, and the graduating class list. *Meetings involving the full Faculty Association will be held via Zoom.*



2. WSU Ombuds Guest Speaker Deferred to December 8

The chair shared that the WSU guest speaker cancelled out of today's meeting last minute and will instead speak at the December 8 Faculty Senate meeting, meaning it will be held via Zoom, to allow for PSO/CSO participation. Feel free to invite other faculty members in your division.

3. President's Cabinet Updates

In President's Cabinet it was shared that there will be a planned campus-wide network outage on December 26 and 27, and that the College will be moving to multi-factor authentication sometime this spring. Faculty will need to have the ability to invoke MFA when accessing on-campus systems from off-campus sites.

III. Campus Guest—Jess Waddington, Purchasing Director

Campus purchasing director Jess Waddington provided an overview of the new Jaggaer eProcurement System that the College will be using for purchasing, moving forward. A pilot group will go "live" in December 2022 for testing; training will be provided for staff to learn about the system. The plan is for all of campus to go live sometime in January/February. Look for more information via the "Learn-a-Lattes" and the LC purchasing website.

IV. Old Business (none)

V. New Business

A. Draft Sabbatical Resource Request Form (RRF)

The chair indicated that she had attempted an initial draft this form (item #4 in the Teams meeting folder) supporting restoration of sabbatical funding, and shared it with the members of the Budget, Planning & Assessment Committee. The chair asked that Senate review the document as well, before submitting it to administration. The salary amount was derived by increasing the amount that previously resided in salaries in this budget by the amount of legislative CEC increases that had been approved since the budget was cut. The chair then solicited additional verbiage to be included on the form, and one senator offered the following:

"If sabbaticals help increase enrollment, LC State will be able to both preserve and fill much-needed faculty and staff positions that then in turn help support students and diversify the types of learning experiences (classes, majors, minors, certificates), thus also increasing retention (and further enrollment)."

It was agreed that language similar to this would be incorporated into the final version of this document submitted prior to the December 2 deadline.



B. Draft Operational Guidelines (Policy 1.102) Revision—(1st Reading Only)

The chair noted that this would be the first reading of this document (item #6 in the Teams folder), and that no votes would be taken at this meeting or possibly even the next couple of meetings. Further, Senate was reminded that at the previous Senate meeting, senators reviewed Policy 1.104, Constitution of the Faculty of Lewis-Clark State College, to provide a framework for revision of Policy 1.1.02, Operational Guidelines. The fifth document in the Teams meeting folder (“Summary of Changes—Op Guidelines”) summarizes the primary things leadership was hoping to accomplish through the revision, namely:

- 1) defining the role of the Web Editor and creating language that allows for compensation of all officers, pending availability of funds;
- 2) acknowledging that library staff will no longer hold faculty rank moving forward and that the library doesn’t have enough people to staff standing committees, but still retaining the library’s representation on Senate;
- 3) realigning responsibilities/functions to better balance workload among committees;
- 4) engaging in critical review of the overall document which has not been updated in a comprehensive manner in quite a while.

One senator clarified whether library staff would retain their status as voting members of Senate, if the changes were implemented?

The chair pointed out that under the proposed revisions, the library’s senator would be a voting member of Senate, just as the Registrar and Student Affairs representatives are.

The chair also cautioned against making any changes to the operational guidelines that result in or require a constitutional amendment, as such changes must also be approved by the State Board of Education.

One senator asked if there shouldn’t be more monetary compensation provided for the chair, expressed concern that the shared course release between the chair and chair-elect may not be sufficient to allow either to perform their duties.

The chair responded that while those were good points, she worked within the current available budget provided by the Provost’s Office, to come up with the proposed officer compensation amounts. The chair asked further that senators please take these details and the beginning of ideas back to their division, for continued review and work in subsequent Senate meetings. Please also bring back ideas on what may incentivize participation in faculty leadership and on standing committees.



VI. Standing Committee Reports

A. Faculty Affairs—Jenny Scott

Faculty Affairs met to review, rank, and recommend sabbatical applications. This was a thoughtful and difficult process with worthy and eligible applications. Notes were provided in addition to the ranking because sometimes the point differential was so tight. Faculty can expect notifications from the Provost on Monday regarding awards. Jenny asked further that faculty remember that the committee makes recommendations, but the administration makes the final decision.

One senator indicated they had questions regarding the rankings from their division, that they would forward on directly to Jenny.

Another senator raised a question with regard to course overloads; specifically, the fairness and morale impact of asking faculty to teach overload credits at a time when some division's vacant faculty positions were still being held open. General discussion ensued regarding the differences in how faculty were approached about teaching overloads within their respective divisions, and also the compensation (if any) attached to overloads. One senator from T&I indicated that faculty in their division are required to teach overload without compensation. Other senators indicated they were "voluntold" to teach overload (but with compensation), and some indicated they had refusal rights when it came to overloads. Given the inconsistency that seemed to apply with respect to this topic, the chair suggested it would be appropriate to request the Provost address overloads at the next Faculty Senate meeting.

B. Student Affairs—Lorinda Hughes

Student Affairs continues to meet regularly to complete the Student Course Evaluation (SCE) question review. To date, the committee has focused on reducing the number of SCE questions from 38 to 20. Most of the questions that remain focus more on the instructor than the course; therefore, a proposal may be put forth to change the name of the instrument slightly, to reflect the revised emphasis. Student Affairs will continue to meet until they have a final recommendation to bring before Senate.

C. Curriculum—Billy Lemus

There were many course changes submitted prior to the October 31 deadline, but none requiring Senate's approval (per policy 2.103) have been submitted at this time. [CHAIR'S NOTE: as a reminder, only proposals for new and expanded programs require Senate's approval—minor course changes are handled by Curriculum, and do not come before Senate.]



D. Budget, Planning & Assessment—Sue Hasbrouck

The Budget, Planning, and Assessment Committee was conscripted into the review effort for the sabbatical RRF presented to Senate. Further, BPAC members have oriented electronically to the Functional Area Committee (FAC) review schedule and asked to sign up to attend one as faculty reviewers. This process will start up in full after the winter break.

E. General Education (Sue Hasbrouck, on behalf of Amanda VanLanen)

Sue shared that the outcome of the electronic Faculty Association poll was that Kacey Diemert was elected to the General Education Committee vacancy, and that the \$250 donation to LC Cares from the Faculty Association local account was approved. Further, Amanda's summary of the General Education Summit held in Boise in October was shared with Senate; that same summary can also be accessed in the General Education Canvas shell.

VII. Good of the Order

- Next meeting will be December 8, 2022, in Zoom.
- Winter Revels will again be held on December 9—please plan to attend. Faculty have not been well-represented at this event in recent years.
- There will be a reception for the new librarian (Jennifer Hankins) on Monday at 8:00 a.m. at the library; please stop by and say welcome.

VIII. Motion to adjourn at 5:06 p.m. by Mike Owen (second by Harold Crook) approved unanimously.