

**LCSC President's Council  
December 12, 2018  
9:00 - 10:30 am, ACC**

**Retreat Enrollment/Retention Project Status - Retreat Attendees**

Bring your 2<sup>nd</sup> note tied with a holiday



**Team reports 9/12: Lori & Erika, Ryan & Allen, Logan & Kathy**

**Team reports 10/10: Kim & Julie, Grace & "Jenni"**

**Team reports 12/12:**

- *Mary & Kevin: Focus on student success and support and "in the moment 'nudges'". PSO has drafted a booklet listing resources and support (handed out at mtg – feedback requested). Plan is to make the booklet available to PSO and encourage folks to proactively reach out to students, offering information re: services and supports available.*
- *Fred & Ashley: Incorporated Title IX info-sessions into fall courses. Goal = move beyond one-time/one-shot Title IX info (i.e., during orientation).*
- *Jeff & Todd: Resource guide development in progress (in a small card format) with info to help identify signs that students may be struggling. Goal = early and often intervention*
- *Allen & Ryan: Cars and coffee – **anticipated launch spring 2019.***
- *Brooke & Andy: student visitations recognized during athletic events.*

**CP "reports" Recruitment Initiatives...**

**-GRE campus tour coupons (coordinated with Student Affairs – TQ Dr. Hanson)**

*65 coupons have been distributed.*

**-Faculty "recruiters" targeted academic recruit contacts (coordinated with Admissions & Academic Depts – Thank you all!)**

*Phase 1 launched, over 1000 student postcard contacts in the works!*

**-Stop-out letters (coordinated with Admissions – TQ Soo Lee Bruce!)**

*Sent weeks of 11/19 and 11/26; letters to 4-yr degree-seeking students: 173, and letters to 2-yr degree-seeking students: 132*

**-Spokane Falls CC & Spokane CC: presidents' visits, campus tours, connection...**

*Connections to be made this spring, VPs and Deans to lead.*

**Info Items & Updates -Announcements/Reminders/Air-time & Action Issues**

**-Enrollment/Budget/Cont. Personnel-Position Pause strategy**

*Fall 2018 enrollment financial impact reviewed. Personnel pause, reflect and reconsider strategy will remain in place. Reminder, when a position is vacated, it accrues to the*

*College and not the department or unit. Reallocation and/or new allocation and/or pause and hold are all options on the table.*

-FYI: Communication – Order of Succession Policy & Org Chart Updates ([policy 1.101](#))

Order of Succession

In order to insure that administrative authority and responsibility are properly allocated in the absence from the campus or the incapacity of the President, the following order of succession applies unless the President has provided written order to the contrary and subject to the presence on campus of the officer next in line as well as to the ability of the officer to serve:

- A. Provost/Vice President for Academic Affairs
- B. Vice President for Finance and Administration and Bursar
- C. Vice President for Student Affairs
- D. Dean for ~~Academic Programs~~ **School of Liberal Arts**
- E. Dean for School of Professional Studies**
- F. Dean for ~~Professional Technical Programs~~ **Career-Technical Education**
- F. ~~Dean for Community Programs and Governmental Relations~~

**Beyond the policy-designated succession above and if all of the individuals listed above are absent, a Cabinet-level member will be designated at the discretion of the President.**

**BLUE = share info this meeting (we will rotate through each person across meetings)**

**Constituent Group and/or SBOE communication updates – any/all?**

Mr. Sam Weeks, ASLCSC President

Dr. Jenni Light, Faculty Senate President

Mr. Kevin Reynolds, PSO President

*Upcoming PSO meeting regarding compensation on Monday, Dec. 17*

Ms. Kim Vogel, CSO President

**Unit Leadership**

Ms. Erika Allen, Director of College Advancement

**Dr. Grace Anderson, Director of Institutional Research & Effectiveness**

*Survey Policy work: Dr. Anderson emphasized the importance of keeping IRE in the loop regarding ALL surveys. She reviewed the three main conditions of approval in the survey policy (see below) and noted that our goal for now is to live our current policy and then evaluate effectiveness with policy revisions perhaps (if needed) in the future.*

1. Anyone intending to conduct survey work will consult the college's Institutional Review Board guidelines to determine if the research and survey need to be vetted and approved by the board (<http://www.lcsc.edu/irb/>).
2. Additional approvals for survey research are required as follows:
  - A. Survey research wherein faculty are the subjects must be authorized by the Provost/Vice President for Academic Affairs.

- B. Survey research wherein staff are the subjects must be authorized by the Vice President for Finance and Administration.
- C. Survey research wherein students are the subjects must be authorized by the Vice President for Student Affairs.

Once authorized, survey research should be coordinated with Institutional Research and Effectiveness to reduce survey redundancy and to ensure that the proper survey tools (e.g., Qualtrics) are being used.

Mr. Ryan Bircher, Internal Audit

**Ms. Soo Lee Bruce-Smith, Director of Admissions**

- *As of November, there are 1,253 tentatively-admitted students – impact of automatic admissions process implemented by the SBOE.*
- *Academic divisions sent post-cards to tentatively-admitted students; will send second round.*
- *Student orientation events have been well-received; will hold four in Spring – will need to shift timing to Saturdays to accommodate student/family schedules.*

**Dr. Fred Chilson, Dean School of Professional Studies**

- *Divisions are looking at curriculum, especially Teacher Ed, to bring programs to 120-credit requirement.*
- *Marketing efforts underway for consistency in appearance across all four divisions.*
- *Exploring alternative delivery methods for programs.*

Dr. Julie Crea, Senior Budget Director

Ms. Ashley Edwards, Title IX Coordinator

**Ms. Mary Flores, Dean Liberal Arts and Sciences**

*Divisions in LAS concentrated on outreach to community and campus with guest-teaching in public schools, offering STEM event for 3<sup>rd</sup> graders, participating in National Walk-to-School day, National Stress Awareness day; providing concerts, theater performances, creative writing guest speakers; and organizing political science events, to name a few.*

Mr. Logan Fowler, Director of Communication and Marketing/Interim Director Community and Government Relations

*Emphasized the importance of divisions forwarding potentially news-worthy info to Comm & Marketing for press release creation.*

Mr. Tom Garrison, Physical Plant Director

Ms. Justene Garner, Director of Student Services, CDA

Ms. Brooke Henze, Director of Athletics

**Ms. Debra Lybyer, Director of Career and Advising Services**

*New title for department is The Advising Center. Advisor Coaching committee working on advising practices and creating an intake form to better help incoming students. Will be calling students who have not yet registered for Spring.*

**Ms. Kathy Martin, Dean for Community Programs**

*Community Programs units will be subsumed into other reporting lines on campus as follows (specific program areas reassigned are bolded):*

*President's Office: Dr. Cynthia Pemberton*

*Communications, Marketing/**Government & Community Relations**: Mr. Logan Fowler*

*Region 1 = Mr. Rocky Owens*

*Region 2 = Mr. Bert Sahlberg*

*Treasure Valley Region = Mr. Brock Astle*

*Provosts Office: Dr. Lori Stinson: **TRIO, Testing Center, Coeur d'Alene Center, Center for Arts & History and Continuing Education & Community Events***

*College of Professional Studies: Dr. Fred Chilson*

*Business Division: Dr. Luther Maddy: **SBDC***

*CTE: Dr. Jeff Ober: **Outreach Centers – Grangeville & Orofino***

*Student Affairs – Student Support Services: Dr. Andy Hanson: **LC Service Corp***

*Ms. Martin was thanked for her long-term quality service on behalf of LCSC!*

**Dr. Jeff Ober, Dean for Career and Technical Education**

- *Accreditation visit for physical therapy assistant program went well.*
- *Working on creation of new medical occupations program to work with high school students wanting to transition to this field in college.*

Mr. Allen Schmoock, Director of Information Technology

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

- *Encouraged everyone to take part in Warrior Wellness events.*
- *Payment-in-addition forms must now include an MOA (memorandum of agreement), effective January 1, 2019.*
- *Must complete I-time timesheets for the period Dec. 17-28 BEFORE leaving for the holiday break, Dec. 21!*
- *State Insurance Fund now requires a list of all students in unpaid internships, clinicals, student-teaching experiences because these students are not covered by workers comp. Provost Stinson to work with Deans on details, implementation and tracking.*

**Vice Presidents: Any/all pending time...**

Provost Stinson

-Accreditation Plan (Vision, Mission, Core Themes, Accreditation Recs...weaving it together...) – **Update hold till January** (after Commission meeting)

VP Hanson – **Share updates...**

-Student Affairs Initiatives, re-visioning...

- *Triad: Academic Coaching, Student Development & Leadership Center, Student Employment & Career Center / all to help students grow, succeed, and attain the skills, knowledge and experience to use their degrees.*
- *LCSC will be part of the Career Fair in October that includes WSU and UI. This is a big step forward and terrific opportunity for our students!*

-Enrollment: Strategic Enrollment Plan/Recruitment Plan – Listening Sessions

-Data Breaches (task force)

VP Kilburn – ~~Share updates... (not in attendance/no report)~~

~~Conflict of Interest Forms, Tracking, Process~~

~~Safety Committee~~

~~Campus Master Plan Task Force re-engaged~~

~~Compensation Review Committee relaunch/standing committee~~

**Spring Semester Meeting Schedule: 2:30-4:00 Fridays (dates: 1/4, 2/1, 3/1, 4/5, 5/3. Please keep your Outlook calendars up-to-date.**

**Reminder:** Subscribe to and begin reviewing the FREE online higher education daily news digest: Inside Higher Ed (once you subscribe you will get brief news digests): <https://www.insidehighered.com/#>