

LCSC President's Council

1/3/2019

2:30-4:00 pm, ACC

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

-All Campus Meeting Prep: *Major topics covered include re-orgs, new employees, presidential priorities 1-5 reviewed & updated re: communication & connection, enrollment "sweet spot" (budget implications shared – hiring strategy = positions move to the College, pause and reflect strategy re: open position uses and timelines), capital projects, accreditation outcomes and priority #5 "Connecting Learning to Life." SBOE/legislative updates shared, and prep for Idaho Legislative Education Week. Emphasis = PEOPLE are what makes quality education possible!*

-SBOE Updates: CTE Naming, Huron, CCA, etc.

-Ed Week Prep & Outlook: JFAC (OBF & line items...), Ed Committees

Ed Week is January 21-25; LCSC will testify to JFAC, and present to both the House and Senate Education Committees.

-Diversity Commission Report (Appendix A): *Direct comments or questions to Bob Sobotta, Chair of Diversity Commission*

-Spokane Comm Coll/Spokane Falls Comm Coll: Nov Meeting-Spokane & opportunities...

SFCC will come for a field trip to LCSC; interest in 2-yr transferring to LCSC for 4-yr degree. SCC interested in connecting with our CTE programs. Provost Stinson is coordinating this work.

Accreditation review meeting on January 10 in Seattle: Provost Stinson and President Pemberton to attend.

Vision, Mission, Goals/Themes and Strategic Plan alignment work – coordinated with and through priority #5 "Connecting Learning to Life". Provost Stinson will lead this work.

VP Hanson

-Enrollment & Enroll/Recruit plan (listening sessions, vetting and implementation)

- *Handouts: LCSC Recruitment Plan 2019-2024-Goals & Strategies, LCSC Recruitment Plan narrative, and Recruitment Plan Observations Summary. Read and share comments with Andy in the next few weeks so he can finalize for Cabinet review and approval.*
- *Federal shutdown only affecting FAFSA verification process through IRS; minimal impact to LCSC students because most already have their financial aid pkgs intact for the year.*
- *Recruiting and marketing go hand-in-hand; instructional plan based on curricular plan. VP Hanson and Provost Stinson working to coordinate plans and associated outcomes.*

-Data Breach task force (Andy & Allen): *Task forces include individuals from many constituent groups; Work groups focus on a specific problem and resolution.*

Presidential Guidance (PG) model is sunsetting. Director of Institutional Research and Effectiveness (IRE), Dr. Grace Anderson, will be in charge of the "Outcome Report" from work done on past PGs and will archive reports. Moving forward, Task Forces (i.e., broad institution-wide implications) and Work Groups (short term, problem-focused groups) will be assigned as needed. Reports to be archived (like PGs) by IRE.

Data Breach work group has been working on a clear, comprehensive definition of what a data breach is, what the notification chain of command should be and the protocol/processes of notification, and they are working on procedures and policies for the campus.

VP Kilburn

-Conflict of Interest Forms and Tracking: Ms. Vikki Swift-Raymond shared information about shifting from paper forms routed with annual contracts to online forms disseminated in January annually - return deadline February 1st annually). Process outline: After employee signs, the form goes to the supervisor for review and signature. The purpose of this form/reporting is for LCSC Employees to self-disclose any outside work. Employees are asked to contact HR if there are changes throughout the year.

-Safety Committee: Committee is working on the issues raised regarding building heaters and broad state-wide policy guidance. The work group will roll out a specific recommendation for Fall 2019.

-Campus Master Plan Task Force updates: This process is being initiated via an environmental scan of 3 groups: enrollment, athletics, infrastructure/utilities. The plan will be shared during the Campus meeting. ADA transitions are being taken into consideration

-LCSC's on-call attorney has been moved to a retainer payment status (amount determined based on multi-year average).

Round-robin sharing/dates, deadlines, calendar events & Items for the "Good of the Order" (BLUE = share info this meeting, we will rotate through each person across meetings)

Constituent Group and/or SBOE communication updates

Mr. Sam Weeks, ASLCSC President

Dr. Jenni Light, Faculty Senate President

Mr. Kevin Reynolds, PSO President

Ms. Kim Vogel, CSO President

Unit Leadership

Ms. Erika Allen, Director of College Advancement

Dr. Grace Anderson, Director of Institutional Research & Effectiveness

Mr. Ryan Bircher, Internal Audit

Working on audits of AP/Pcard, Title IX, Treasury, Cash Management, GDPR.

Focus = collaboration in mitigating risk and improving efficiency.

Ms. Soo Lee Bruce-Smith, Director of Admissions

Dr. Fred Chilson, Dean School of Professional Studies

Dr. Julie Crea, Senior Budget Director

- *LCSC Student fee budget recipients will receive an adjusted budget based on the fund shortfall created by enrollment declines.*
- *Budget website includes FY19 Final Compensation Plan.*
- *Budget policy is on the website under "Budget Tools".*
- *Visual dashboards are being created for some areas who receive monthly budget reports.*

Ms. Ashley Edwards, Title IX Coordinator

Ms. Edwards reviewed Federal level proposals related to changes in:

- *Definition of sexual misconduct;*
- *Reporting and adjudication requirements & off-campus conduct.*

She also reported that April is Sexual Assault Awareness Month; LCSC is partnering with YWCA and Latin Sorority LCSC Club during month. Ms. Edwards is working with Dr. Anderson on a campus climate survey to gauge how to promote prevention and education.

Ms. Mary Flores, Dean Liberal Arts and Sciences

Mr. Logan Fowler, Director of Communication and Marketing/Interim Director Community and Government Relations: *Mr. Fowler updated Council on the status of the Digital Content Specialist position search. This is a marketing service position, with primary responsibilities in graphic design and web support (front-end). Will be beneficial in our recruitment efforts.*

Mr. Tom Garrison, Physical Plant Director

Ms. Justene Garner, Director of Student Services, CDA

Ms. Brooke Henze, Director of Athletics

Ms. Debra Lybyer, Sr. Director of Advising

Dr. Jeff Ober, Dean for Career and Technical Education

Mr. Allen Schmoock, Director of Information Technology

- *Campus technology update rotation plan: Developing list of lifecycle of hardware on campus.*
- *Phishing "outlook rules" demo: See handout. Never provide your password to anyone. Time to consider Multi-factor Authentication as an additional layer of security.*

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

Spring Semester Meeting Schedule: 2:30-4:00 Fridays (dates: 2/1, 3/1, 4/5, 5/3)

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/#>

Appendix A: LCSC President's Diversity Commission Fall 2018 Report/Inventory of Ideas

I. Goals – to support Diversity Vision Statement

- To foster a sense of community for all ages, economic classes, ethnicities, gender identities, races, religions, sexual orientation and national origins.
- To develop skills needed to work effectively, and lead, within our diverse community and the greater global community.
- To equip LCSC students for personal, civic, and economic engagement within and across local and global communities.
- To develop a sense of belonging as a lifelong learner.

II. Events, programming, resources currently in place

- Multicultural week (fall semester)
 - Food & Culture Night
 - Information Fair
 - Cultural awareness speakers, presentations
- Veterans Day Luncheon & Recognition (November)
- 9-11 Moving Tribute (fall semester)
- Constitution Day (Fall semester)
- First generation panel (TRIO)
- Rosehill Estate & Stegner Lectures (Humanities Division)
- Native American Awareness Week (spring semester)
 - Mini-pow wow for elementary students
 - Cultural awareness presentations, speakers
 - Friendship Banquet
 - Pow Wow
- Martin Luther King, Jr./Idaho Human Rights Day (3rd Monday in January)
- Women's History Month (March)
- Women's Leadership Conference (March – CAH)
- Clubs:
 - Gender-Sexuality Alliance
 - Native American Club
 - Lambda Theta Alpha Latin Sorority
 - Veterans' Network
 - OELA
 - Spanish Club
 - International Club
 - Anthropology Club
 - in-STEM - a club promoting diversity in STEM fields
- Inclusive Practices Certificate (IPC)/ Center for Teaching & Learning (CTL) - workshops for faculty/staff throughout the year on inclusive teaching, diversity and related, [see archive for IPC events](#)
- Peer Advocates
- International Programs
- College Assistance Migrant Program (CAMP)
- ASLCSC & Warrior Entertainment Board

- Professional Development Trainings (PDT)
- Center for Arts & History (CAH)
- TRIO
- Work Scholars
- Website through President's Page
- IPC webpage <http://www.lcsc.edu/teaching-learning/ideas-and-inspiration/inclusive-practices/> and related pages: <http://www.lcsc.edu/teaching-learning/ideas-and-inspiration/>

III. Courses & Programs

- Diversity classes from the General Education Core (Diversity Requirement & ID 300)
- Minors: Native American Studies, Nez Perce Language, Spanish, Women's & Gender Studies
- Professional programs: Education, Nursing, Social Work

IV. Inventory Wish list for events, programs, etc.

- A calendar of events & Marketing Strategy for events
- A published brochure with annual events and an updated website
- Black History Month events
- Hispanic Heritage Month events
- Foundational online Diversity Training introduction that we can purchase
- Upstander Program
- More faculty in IPC
- More diversity related PDT programming
- Method of tracking/keeping track of attendees to programs
- Co-curricular Transcribing for students attending events
- How to handle egregious and/or consistent issues with individual students, staff, faculty
- Rich and more flexible/organic discussions/expertise related to goals
- New faculty training - IPC connection
- Recruiting racially and ethnically diverse students and faculty
- We need an NAIA soccer team
- Speakers
 - Johnny Lake
 - Tasha Souza - inclusive practices, first generation students
 - Title IX speaker

V. Identified Obstacles, with some proposals of solutions

- Differing goals, needs and structures of various offices and people and perspectives on campus - we need a variety of different kinds of programming, from straightforward and short, to more flexible and reflective
- Funding and people
- Consistency
- Our current programming doesn't offer strategies for problems