

Minutes

Operations Council – January 13, 2020

Attending: Magnus Altmayer, Jason Arrowsmith, Chris Bailey, Paz Clearwater, Nicole Faber, Kristen Finnel, Byron Ford, Tamra Gilchrist, Wendy Hall, Richard Hamilton, Kyle Hammon, Melinda Harbaugh, Karen Joiner, Mindy Leasure, Sue Orchard, Sam Orth, Brandon Ray, Kirc Roland, Nichole Seroshek, Janel Skreen, Kendra Sprague, Theresa Stalick, Dani Trimble, Nolan Wheeler, and Sherie Hockett. Recorder Linda Clark.

Called to order by President Bailey

1. MEETING TOPICS

Payroll Changes due to ctclink Implementation - Sherie Hockett, Payroll Manager, explained that the first change everyone will see when our new ctclink “goes live” is that we will no longer use paper time sheets or leave slips. All hourly and student workers will need to input their hours worked, and all employees will be entering absences for approval. There will be a more detailed “Supervisors and Scones” training on February 6. She asked that all managers and directors allow staff to attend the Canvas and other trainings offered. Payroll will not be able to monitor absences or hours nearly as closely once the conversion takes place, so all supervisors will need to ensure that budgets and hours are correct before sending to Payroll.

Ctclink Change Management – Nichole Seroshek provided a status update:

- LCC is currently 55 days from its go-live date.
- There are five phases before go-live, and we are currently finalizing phase 4.
- The final phase is deployment (go or no-go) decision.

Wendy Hall provided an overview document and explained:

- The biggest change is that many things that have historically been done on paper will be changed to electronic input—a shift to online forms and processes.
- Please talk to your employees and have them sign up and take the ctclink Canvas courses.
- Let her know if any employee does not have ready access to a computer.
- The Feb. 6 supervisor and scones training will be recorded and placed on the web for those who are unable to attend in person.
- At this time, there is not a replacement program for FMS Query. Brandon Ray explained that FMS will still be available but will only have January and February data. Nolan further explained that an FMS Query substitute is not at the top of the priority list—first priority are the student-centered programs such as Navigate and Academic Warning. He suggested that everyone keep track of their own budgets for the time being.

Diversity & Equity Institutional Plan – Sue Orchard explained that the D & E Committee spent most of last year writing, sharing, and editing the plan. The next steps involve identifying goals within every department and division on how to continue to build on existing diversity and equity goals and processes. Chris said it is important that each department take responsibility for implementing the goals of the D & E Institutional Plan.

2. UPCOMING AND/OR RECURRING TOPICS

- April 13 – Addressing Substance Use in the Workplace

3. ROUND TABLE DISCUSSION -

Tamra Gilchrist

- Starting process of looking at the next BS degree. Focus group will meet the end of this month or early next month.

Sue Orchard

- LCC is collaborating with KHS to hire a full-time Navigator in the high school to work directly with students to attend college after graduation.
- Food Pantry – last year there were over 2160 total visits to the food pantry where over 15,000 lbs. of food was given out. 90% of our faculty are supporting the pantry, and Sue encouraged exempt staff to also support through payroll deduction.

Mindy Leasure

- Head Start received a great review from their recent audit.

Kristen

- Our nursing students who took the NCLEX test had 100% pass rate.

Dani Trimble

- We received new grant funds for funding emergency expenses for students. Please refer students in need to career services.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

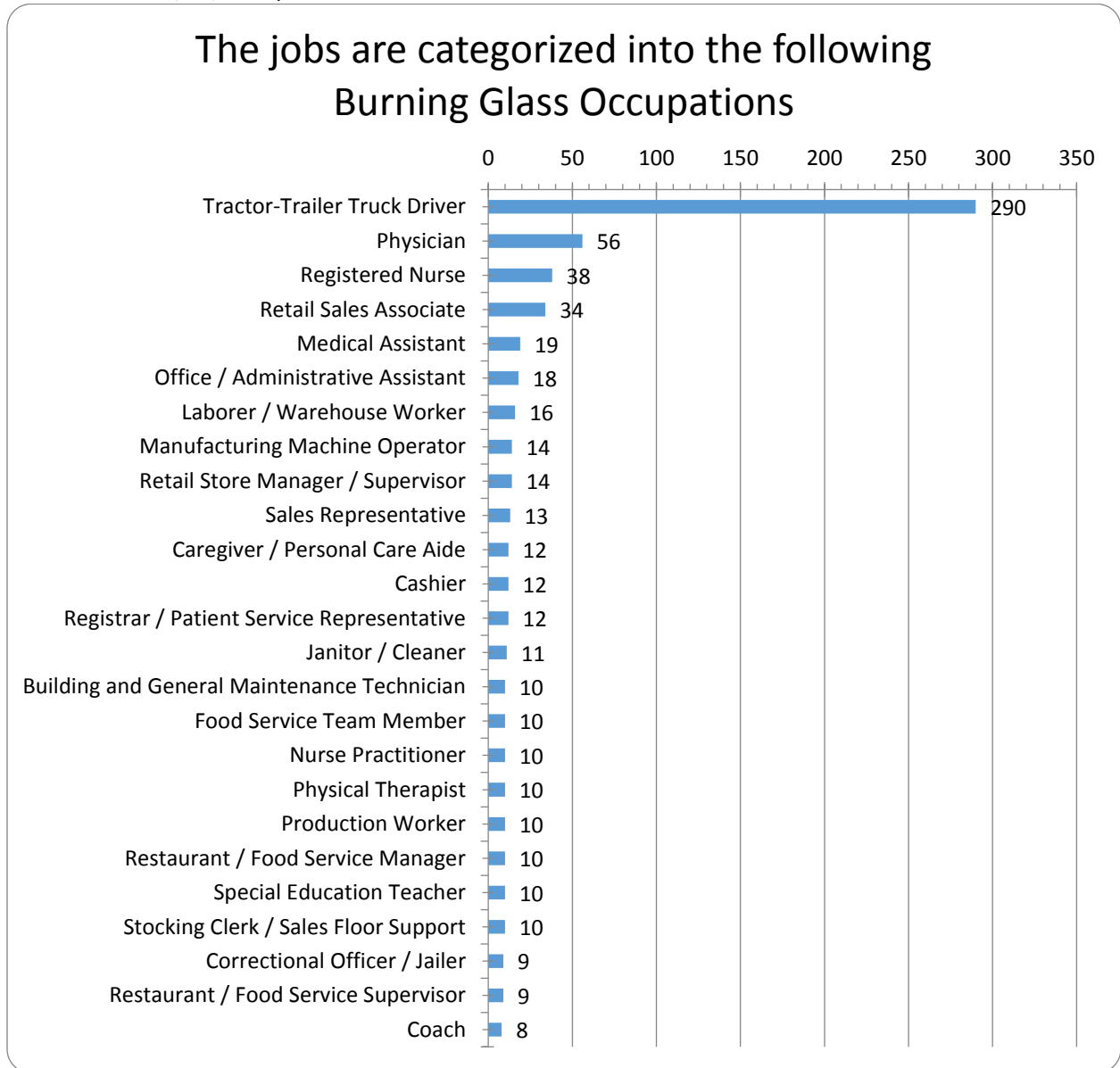
OPERATIONS COUNCIL REPORT – President’s Office

January 2020 (winter quarter)

- Wendy Hall, Effectiveness and College Relations
- Kendra Sprague, Human Resources and Foundation

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- The top 25 job postings in Cowlitz & Wahkiakum Counties in the last 90 days (via Burning Glass as of 12/20/2019):



- Targeted marketing campaigns for automotive technology, business technology and manufacturing/industrial trades was implemented during fall quarter. Additionally, several program brochures were created and/or updated, including Medical Assisting, Nursing, Chemical Dependency Studies, Engineering Technician, Criminal Justice, Automotive Technology (update), Machine Trades (update), and Manufacturing (update)

to include Production Technician). Additionally, short (15-second) videos were produced for Chemical Dependency Studies, Engineering Technician, Production Technician, and Nursing. Targeted campaigns will occur in winter and spring quarters as well.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- The annual Data Reflections Report, focusing on pre-college to college math transitions, is ready for submission to College Spark in January. In addition to data, the report includes extensive information about our policies and practices in regard to math placement and advancement. The focus of the January 2020 Guided Pathways cohort retreat in Bremerton is math reform.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- LCC's **2020 Transforming Lives** award winner is **John Fitzpatrick**. After falling into a life of crime as a child, John spent a decade behind bars. While incarcerated, he applied and received a scholarship from the mikeroweWorks Foundation (Mike Rowe is the host of television show *Dirty Jobs*). Now in his second year in LCC's Diesel & Heavy Equipment program, John is determined to finish his degree and work in the skilled trades industry. John will be honored at an awards ceremony in Olympia on February 17.
- LCC's **2020 All Washington Scholars** are **Brenna Kandoll** and **Scott Houston**. Brenna previously received a Business Management degree from LCC, and is now pursuing an engineering transfer degree after finding her passion while working as an engineer's assistant. Scott is pursuing a transfer pathway, and hopes to earn a bachelor's degree in human development. Brenna and Scott will be honored at a ceremony in Olympia on March 24.
- As reported on the [LCC news and media webpage](#), recent media coverage includes:
 - [Fighting Smelt finish fall quarter](#)
 - The Lower Columbia College Fighting Smelt Speech & Debate Team hosted and competed at the 47th Annual Michael Dugaw Smelt Classic on December 7 and 8.
 - The Wahkiakum County Eagle | December 19, 2019
 - [Lower Columbia College winter closures](#)
 - Lower Columbia College will be closed to the public from Dec. 23 through Dec. 27, the college announced Tuesday.
 - The Daily News | December 14, 2019
 - [Fighting Smelt finish fall quarter with a bang](#)
 - Lower Columbia College and the Fighting Smelt Speech and Debate team recently hosted the 47th annual Michael Dugaw Smelt Classic competition.
 - The Daily News | December 14, 2019
 - [Centralia College Awarded \\$100,000 to Help Financially Struggling Students](#)
 - The Washington State Board for Community and Technical Colleges has awarded \$100,000 to Centralia College as part of \$2 million in overall funding for colleges to help financially struggling students stay in school.
 - The Daily Chronicle | December 13, 2019
 - [LCC announces campus closure](#)
 - Lower Columbia College (LCC) will be closed to the public from December 23 through 27. The College will also be closed on January 1. Winter quarter classes begin on January 6.
 - The Wahkiakum County Eagle | December 12, 2019

- [School districts partner with LCC to expand high school graduation options](#)
- Local students will soon have a new option to finish their high school education while getting job training or working toward a degree.
- The Daily News | December 12, 2019
- [WA board awards \\$2 million to help financially struggling students](#)
- The state of Washington awarded \$2 million to colleges Wednesday to help students struggling financially.
- KATU 2 | December 11, 2019
- [LCC signs agreement with Japanese high school, creates pathway to exchange](#)
- In front of local, state, and national Japanese media earlier this month, Lower Columbia College President Chris Bailey and Wako International High School principal Sugiko Yamada signed an agreement to directly connect Wako graduates with LCC programs.
- The Daily News | December 2, 2019
- [LCC's Fighting Smelt earn honors](#)
- Members of the Lower Columbia College Fighting Smelt Speech & Debate Team placed second in the Division III Sweepstakes at the 89th Annual Mahaffey Memorial Forensics Tournament the weekend of Nov. 8-10 at Linfield College in McMinnville, Ore.
- The Daily News | December 2, 2019
- [Lower Columbia College to host NW Voices event](#)
- Lower Columbia College has announced that Author Jamie Zerndt will be featured at the December 5 Northwest Voices event in Longview.
- The Wahkiakum County Eagle | November 28, 2019
- [LCC debate team earns honors](#)
- The Lower Columbia College Fighting Smelt Speech & Debate Team won 2nd place in Division III Sweepstakes at the 89th Annual Mahaffey Memorial tournament hosted by Linfield College.
- The Wahkiakum County Eagle | November 28, 2019
- [Author presents workshop and reading](#)
- Lower Columbia College has announced that Author Jamie Zerndt will be featured at the December 5 Northwest Voices event in Longview.
- The Daily News | November 27, 2019
- [International students followed their passions to LCC](#)
- After moving more than 9,000 miles away from their homes in East African, Kelvin Kuniara and Grace Wangeci both say they are happily adjusting to life as Lower Columbia College students.
- The Daily News | November 26, 2019
- [Symphonic band concert to celebrate group's 40th year, honors founder](#)
- The Lower Columbia College Symphonic Band will celebrate its 40th year with a concert Friday, November 22, called "Reprise."
- The Daily News | November 21, 2019
- [Fighting Smelt speech and debate team wins sweepstakes](#)
- Members of the Lower Columbia College Fighting Smelt speech and debate team won second place in the overall team sweepstakes at the McPherson Classic tournament at Whitworth University in Spokane recently.
- The Daily News | November 12, 2019
- [LCC wins NWAC President's Cup](#)
- Lower Columbia College earned the Northwest Athletic Conference (NWAC) 2018-2019 President's Cup honor for academic achievement.

- The Daily News | November 7, 2019
- [LCC offers financial aid application events](#)
- Lower Columbia College is dedicated to creating access to higher education and increasing the number of high school graduates pursuing degrees and certificates in Cowlitz and Wahkiakum counties. In order to accomplish that, Lower Columbia College is offering Financial Aid Application Nights, free and open to the community.
- The Wahkiakum Eagle | November 7, 2019
- [Lower Columbia College Makes History with Dual NWAC Awards](#)
- The Northwest Athletic Conference (NWAC) office has announced the winner of the 2018-2019 President's Cup, and Lower Columbia College has earned the conference's top honor for academic achievement.
- College Relations | November 6, 2019
- [LCC debate team takes second place](#)
- Members of the Lower Columbia College Fighting Smelt speech and debate team won second place in two-year sweepstakes at the Steve Hunt Classic Tournament at Lewis and Clark College in Portland the weekend of Oct. 11-14.
- The Daily News | November 4, 2019
- [Woodland resident gives \\$100,000 to start LCC scholarship endowment](#)
- James A. Nelson donated \$100,000 to LCC to fund scholarships for Woodland students interested in attending the college, according to a LCC press release.
- The Daily News | October 28, 2019
- [A fake cadaver offers real opportunities for LCC students](#)
- Lower Columbia College biology instructor Lucas Myers dons latex gloves, then reaches into a pool of water while pressing the button that slowly raises the college's 110-pound, 5-foot-4-inch Syndaver out of its specially built table.
- The Daily News | October 21, 2019
- [Syndaver offers big savings for small school](#)
- Nearly 100 students at Lower Columbia College make use of unique learning tool.
- The Lewiston Tribune | October 21, 2019
- [A Provider of Jobs in Longview, WA Announces the Renaming of Athletic Center](#)
- Express Employment Professionals, an employment agency that provides jobs in Longview, WA, announces the renaming of the Lower Columbia College Stoller Athletic Center.
- StreetInsider.com | October 17, 2019
- [LCC Speech & Debate opens conference competition](#)
- The Lower Columbia College Fighting Smelt Speech & Debate Team won 2nd place in 2-year college sweepstakes at the Steve Hunt Classic tournament hosted by Lewis & Clark College.
- The Wahkiakum County Eagle | October 17, 2019
- [Fighting Smelt start a promising season](#)
- Members of the Lower Columbia College Fighting Smelt Speech & Debate Team began their competition season with a strong result Sept. 27 and 28 at the Fran Tanner Open tournament hosted by the College of Southern Idaho.
- The Daily News | October 14, 2019
- [Voice recital benefits LCC choir trip to perform in Carnegie Hall](#)
- Money raised will go toward the travel expenses for LCC choir members to go to New York and perform in Carnegie Hall in June.
- The Daily News | October 9, 2019

- [LCC speech & debate starts promising season](#)
- The Lower Columbia College Fighting Smelt Speech & Debate Team began their competition season with a strong result at the Fran Tanner Open tournament hosted by the College of Southern Idaho on September 27-28.
The Wahkiakum County Eagle | October 3, 2019

CORE THEME IV: INSTITUTIONAL EXCELLENCE

ctcLink -

- LCC is on track to go-live on March 9, 2020. Among the other colleges going live at the same time (Cascadia, Peninsula, Pierce and Olympic), LCC is currently in the lead in terms of preparatory activities. According to the state project team, conversion activities are 76% complete for our deployment group (as of December 29, 2019).
- User Acceptance Testing, divided into four “sprints,” began in November. The second “sprint” runs through December 20.
- Several subject-matter-experts attended production workshops in Olympia in November and December. Those workshops are now complete.
- Some of the most significant activities occurring right now are the class/course schedule build, enrollment requirements, and academic advisement report (requirements).
- Parallel testing for Financial Aid beings in January, along with the third testing “sprint” and Cycle 4 configuration (there are a total of five configuration cycles). Financial Aid is the only area in which two systems (Legacy and PeopleSoft) will run in tandem. All other Legacy systems will be turned off when we go live. We are awaiting more details about when specific functions will become unavailable.
- In addition to the weekly service disruption notifications that continue to go out, LCC employees received a series of communications in fall quarter about the project, including an update on Clark College’s go-live experience, detailed information about the ctcLink pillars, information about pre-training workshops, and a summary of what different categories of employees will do in ctcLink. Flyers detailing what employees will do in ctcLink were also distributed.
- Five pre-training workshops were delivered in December: Employee Self Service, Manager Self Service, Advisor Center, Faculty Center, and Student Self Service. The workshops were well received.
- Communications to students about the conversion will begin to go out in January (they are already receiving regular service disruption notices).
- End user training will begin in early January. The state project team is currently in the process of finalizing the process employees will use to enroll in the required Canvas training courses.
- The process for determining security roles for all employees will begin in January. Within ctcLink, roles determine who has access to what information. Roles for testers have already been determined. This has been a significant issue for Clark College, and we are hoping for a smoother process.
- Planning is underway for go-live week activities, including a series of labs to assist employees and students create accounts in the new system, and perform common tasks such as submitting timesheets.
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Foundation

- LCC’s Alumni Association’s growth continues with membership reaching nearly 740 alumni. Association members received special invitations to shop at the Nike, Adidas, and Columbia Sportswear employee stores. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts to thank them for their continued generosity.

- The annual Horns and Halos Gala took place on Saturday, September 28 in the Rose Center for the Arts. We had 195 guests in attendance and raised \$98,133 for the College Success Fund to support the College's needs in addition to a \$100,000 donation towards the James Nelson Woodland Friends of LCC Scholarship. We celebrated LCC's 85th birthday at the event.
- The LCC Foundation Board selected Joe Fischer as 2019-20 Benefactor of the Year. This award honors Joe Fischer for his philanthropy and passionate support of LCC by providing student scholarships since 1999, program support to men's basketball, and two endowments which provide annual support for LCC art and business programs in addition to student scholarships.
- This year's Scholarship Social was held on November 6th, where more than 300 guests enjoyed a celebratory evening with a dessert social and inspirational program in the Wollenberg Auditorium. During the social, scholarship recipients had the opportunity to meet their sponsors and personally thank them for supporting their education. Scholarship donor speaker, Rock Arkell shared about his passion for helping students in his hometown. Student speakers, Nicole Page and Maria Bueno, both shared the impact that their respective scholarships are having in their lives.
- The Foundation's Holiday Thank-a-thon was held during the first week of December. LCC student athletes and scholarship recipients made 307 phone calls thanking donors for their support. Donor calls were made to supporters of the LCC Booster Club, Athletic Excellence, Student Success, College Success and scholarship sponsors.
- The Foundation launched the annual year-end appeal with a double letter strategy, emails and social media campaign to raise funds for the College Success Fund. Both direct mail pieces went to over 1,500 recipients and emails went to nearly 4,600 recipients. The appeal ran through the end of the year. We raised a total of \$44,550 from 37 donors. We anticipate a few more gifts to come in over the next few weeks.
- The 2019 Retiree Luncheon was held, December 4th at the Longview Country Club providing an opportunity to keep LCC retirees connected. More than 40 retirees attended, including LCC Foundation Board Member, Jane Rosi-Pattison who welcomed the group.
- Holiday Cards were sent from the Foundation to Wertheimer and Heritage Society members, current and former trustees, current and former board members, top donors, and VIP constituents.
- The 2018-19 financial audit is in the final stages of completion.
- October, November & December gifts and pledges totaled **\$509,462**, which included.
 - \$200,000 pledge payment from Bill Stoller for athletic scholarships
 - \$20,000 from Bob Altenhof for College Success
 - \$10,000 from Steve Hinckley for Athletic Excellence
 - \$10,000 from South Seattle College Foundation (Biella Grant) for Student Success
 - \$6,395 from Carly Skylstad to complete the Mike Dugaw Forensics endowment
 - \$5,000 from Don Correll adding to an endowed scholarship
 - \$5,000 from Don Johnson for a new scholarship
 - \$10,500 from Barbara Sweeney for annual scholarships
 - \$2,000 from Tribeca Transport for the CDL Simulator
 - \$2,000 from the Wollenberg Foundation for Head Start
 - \$2,000 from Jammie's Environmental for the CDL Simulator
 - \$17,000 (two trucks) from Foster Farms for the diesel program
 - \$5,000 from Dan and Sharon Evans for College Success
 - \$10,000 from Ray McDermott for College Success
 - \$5,000 from Jeane Moksness for College Success
 - \$50,000 from Ron and Dorothy Wiest to endow a scholarship in their names

Human Resources

- Human Resources was very busy hiring numerous new staff the past several months. We welcomed and oriented all new full-time and part-time employees.
- Krista Layton has moved to Payroll to support Payroll with the ctclink project. We have a new HR team member: Kaylee Opp. Kaylee will be handling onboarding adjuncts, part-time hourly employees, and student employees. Kaylee started out as work study so we are excited to have her on our team in this FT capacity.
- HR continues to work on preparation for ctclink. Through the User Acceptance Testing, we got to play around with PeopleSoft learned a little more about how things will be processed in the new system. Our main focus in the coming months will be to get our questions answered so we can make decisions, identify how our processes will change, and better prepare for go-live in March.
- HR continues to focus on diversity and equity in hiring and sent a team member to the two-day Search Advocacy Workshop offered through Oregon State University.
- We are working with the Customer Service Training Team to focus on the customer service initiative for the College. Through that team, we offered a Customer Service training for supervisors. The training was well attended and had great engagement by supervisors. We are excited to see how the frontline staff service trainings go for winter quarter.
- To ensure employees are adequately informed on all LCC policies and procedures as well as federal and state laws and mandates, we assigned two online Canvas trainings for fall quarter: Code of Ethics & De Minimis Rules.
- **New Hires/Position Changes in October:**
 - 10/16/2019 Courtney Craft Education Planner (Running Start)
 - 10/16/2019 Julie Curley Program Coordinator (non-perm)
 - 10/21/2019 Semere Huckleberry Accounts Payable Technician (Fiscal Tech 2)
 - 10/21/2019 Cindy Prato Accounting Manager
 - 10/29/2019 Hannah Webb Lead Teacher (ECPS 3, ELC)
- **New Hires/Position Changes in November:**
 - 11/04/2019 Magnus Altmayer Director of Registration
- **New Hires/Position Changes in December:**
 - 12/02/19 Emmeline Lopez Program Assistant (Head Start)
 - 12/09/19 Krista Layton Fiscal Specialist 1 (Non-perm)
 - 12/30/2019 Kaylee Opp HR Generalist

Wellness

- Through the Red Devil Wellness (RDW) program, the use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit.
- We brought back the Walktober walking challenge between LCC, WSUV, and Clark College. We offered pedometers to interested faculty, staff, and students. There was a Walktober Kickoff walking event as well. Unfortunately, LCC took last place in the challenge, but we saw similar participation in the event to prior years. We will get the trophy back from Clark next year.
- The Fall Quarter Cookoff: Healthy Lean Protein / Vegan Protein Meals was a great event! There were delicious recipes and a great turnout.
- The Department Holiday Photo contest was a fun event this year! While the Student Services team won with their reenactment of the iconic Home Alone movie poster, all of the photos were great.

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

Winter 2020

Administration

Nolan Wheeler, VP

Jason Arrowsmith, Security

Desiree Gamble, Finance

Richard Hamilton, Campus Services

Cliff Hicks, Auxiliary Services

Sherie Hockett, Payroll

Brandon Ray, Information Technology

Kirc Roland, Athletics

Janel Skreen, Safety & Security

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Information Technology Services

- David Mielcarek gave a presentation to the statewide IT Security Council on how to monitor server access and minimize risk from ransomware.
- IT Services implemented a process for faculty and staff to install pre-approved software applications.
- IT Services implemented a process to send and receive secure messages and files. The solution also allows employees to share data with people who do not have a network account.
- IT Services deployed a new version of the IT helpdesk.
- IT Services developed an application to support ctcLink query development and shared this with the other community and technical colleges as well as SBCTC.
- IT Services continued working on the email server project.
- IT Services continued working to improve EAB Navigate for advising.
- IT Services continued working on upgrading workstations to Windows 10.
- IT Services assisted with the remodel of the computer labs in AAR.

Safety & Security

- Data gathering for the Clery Report is has been completed. The report was posted, and shared with the campus community on Oct 1.
- Interdepartmental work continues on the new "Deceased Student Procedure."
- Safety and Security outreach efforts the first week of the quarter have been well received.
- The Clery Task Force continues work on evaluating Clery Policy Statements as required by the Department of Education. A significant amount of progress was made toward this goal and work will continue with an anticipated finish date sometime December of 2019.
- The EHS Team completed a Dangerous Waste Training on September 13th on the new "Generator Improvement Rule."
- Wendy Hall, Janel Skreen and Nolan Wheeler participated in the activation of the Lower Columbia Public Information Coalition for Battalion Chief Zainfield's Memorial Service.
- Work on a Shoe Procurement Procedure had been completed for PPE selection and purchase.

- Campus Safety Week was successfully completed. We will be reaching out to faculty, staff, and students to determine what the campus would like to see in terms of presentations for next year.
- Work continues on new Deceased Student Procedure. We feel as though we have input from all of the affected areas on campus and are working to complete this project to get to ELT soon.
- Both FT Security staff have attended professional development courses in Seattle on Oct 15 and Oct 29. This training is primarily focused on interpersonal communications and working with people with mental health issues.
- EHS has been coordinating the treatment and shipping on some special hazardous waste. All of these processes have been completed safely, without incident.
- LCC continues to partner with Cowlitz County and the Safe School Coalition in their efforts to bring robust plans into place and recruit professional speakers for teacher/staff trainings. LCC will be hosting a Science Lab Safety Training on January 9th, 2020..
- We received a quote from a vendor regarding upgrading fire systems in student housing. This project will continue into 2020.
- EHS received a completed Compliance Certificate this December following a Department of Ecology inspection visit on May 25th.
- EHS has been working with faculty and staff to start updating and completing Job Safety Analyses.
- EHS coordinated a training on accident investigations for the Safety Committee that was provided by Jim Lawrence from Washington State Labor and Industries.

Finance Office

- The State Auditor's Office is finishing up our 2019 Financial Statement Audit and our four year Accountability Audit.

Athletics

- The Lower Columbia College Athletic department was honored on December 18th with a Commendation Resolution from the LCC Board of Trustees. The Board expressed its sincere appreciation and congratulations after LCC Athletics became the first NWAC school to ever win the President's Cup for academic success the same year as winning the Athletic Directors Cup for on-field/court success. Athletic Director Kirc Roland accepted the honor and several LCC coaches were on hand at the Board of Trustees meeting.
- The LCC basketball teams were both ranked in the Top 8 of the NWAC Coaches Poll during the month of December.

Capital Projects

- The Library Renovation user group has been meeting to determine the scope of the library renovation.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

January 2020

- Sue Orchard, VP of Student Services
 - Angel Ruvalcaba, Testing & Navigate
 - Dani Trimble, Workforce & Career Services
 - Magnus Altmayer, Registration
 - Nicole Faber, Outreach and Enrollment
 - Kristy Gutierrez, Retention
 - Marisa Geier, Financial Aid
 - Paz Clearwater, Student Activities
 - Lupe Rodriguez, Running Start
 - Marie Boisvert, International Programs
 - Mary Kate Morgan, Disability Support Services
 - Jodi Reid, TRiO Programs
 - Jennifer Houge/Leszek Cromwell, Counseling Services
 - Byron Ford, Advising
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CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Due to changes with the reauthorization of the Carl D. Perkins Act of 2018, LCC is now required to complete a Comprehensive Local Needs Assessment. As part of this needs assessment, the college is required to involve both internal and external stakeholders. New data metrics have been introduced with a focus on improving equity, access, and success for professional-technical students, particularly those in special or historically underserved populations. A Perkins Leadership team has been formed with representation from Student Services, Instruction, and Institutional Effectiveness to address the new requirements as well as develop and strategically align Perkins goals and outcomes with the institutional monitoring process.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- For January, LCC's first Study Abroad student enrolled in a quarter-long program to New Zealand and Australia.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Through a competitive process, LCC was awarded a 2 year grant from the SBCTC to assist students with emergency needs. The Student Emergency Assistance Grant (SEAG) will provide \$30,000 in FY20 and \$35,000 in FY21 to reduce barriers and award students emergency assistance within a short timeframe. This program is focused on student retention and will be integrated into the existing Student Success Grant program that provides tuition and book assistance through funding from the LCC Foundation and BFET Reutilization. To apply, students are encouraged to visit the Workforce & Career Services department for assistance.
- The One-Stop Center officially opened in October to begin assisting students with financial aid and scholarship applications, placement review, registration assistance, navigating the new student onboarding process, student ID cards, and parking passes. With the implementation of Navigate, staff are able to begin tracking student traffic in November.
 - During the month of November, staff provided services to 189 students, many of which were recurring visits. As FAFSA and WASFA assistance is the primary reason students

receive help at the One-Stop, an increase in the number of students completing financial aid applications for this upcoming year is expected

- The One-Stop Center coordinated the first Financial Aid Application Event for the 2020-2021 financial aid application year on October 1st. Thirteen students came to the event and received help with their financial aid renewal applications. The Learning Commons and Library staff were instrumental in the success of this event as they provided space in the Learning Commons and helped advertise to the students who came into the Library.
- In collaboration with LCC's new One-Stop Center, Outreach Manager and WSAC, three additional Financial Aid Application events were implemented for Fall Quarter: November 7th, November 20th, and December 5th. During these events, staff were able to help thirteen students apply for financial aid and a few also applied to LCC. These events were open to the community and advertised to LCC students, high schools, and on WSAC's College Goal Washington event website.
- LCC One-Stop staff were involved with helping over 200 families from Southwest Washington during College Goal Washington events during the month of October. This event is a state-wide initiative to help families complete their applications, regardless of the college they choose to attend. Participating in this event provided LCC staff financial aid training, practice helping students with the financial aid process, as well as help in solidifying the partnership between WSU Vancouver and LCC.
- 131 students used accommodations through Disability Support Services Fall 2019 compared to 120 Fall 2018, which is a 9% increase in one year. Fall 2019 is the largest volume of active DSS students in one quarter to date, which means increased access for students.
- Disability Support Services conducted 98 new student intakes Fall 2019 compared to 82 Fall 2018. These numbers are in line with consistent growth and increased number of students being served by DSS.
- Disability Support Services added a new testing room Fall 2019. DSS now has three testing rooms which will allow DSS to better serve its growing population.
- On October 8th, Mary Kate Morgan presented DSS services to the Cowlitz County Accessibility Committee. This committee is made up of over 30 community members from different agencies that are connected to disability and accessibility. This better connected LCC with local partnerships and facilitated outreach to possible new students.
- On October 15th, twelve women attended the veteran breakfast at LCC. The goal of this meeting was to increase inclusion and build relationships among female veterans and dependents. Vet Alliance plans to make this a weekly affair.
- In Fall 2019, 74 veterans visited the veteran resource center. This is a notable increase from 39 veterans the previous year. David Jones, Vet Corps Navigator, has partnered with student ambassadors to bridge the gap for new veterans.
- Pre-nursing advising issued 360 PINs to student they are currently advising for Winter Quarter
- Donovan Tate presented to a Health Careers Class of approximately 24 students from Castle Rock, Mark Morris, Kelso and RA Long High Schools. These students are in a course located at the Peace Health Broadway Campus and will earn their CNA Certificate of Training upon completion of the course.
- Donovan Tate presented to Juniors and Seniors at MMHS who showed interest in LCC either for the Nursing program or for general admission.

- Since the last Ops Council, Advising has met with approximately 500 students for appointments.
- Approximately 1400 students that were enrolled in Fall Quarter, but were yet to register for Winter Quarter, were texted using Navigate. Additionally, those students were messaged as part of an appointment campaign urging them to schedule a time with an advisor or stop by the One-Stop for assistance with Winter Quarter registration.
- As of 12/17, 220 (24.6%) of the 896 new applicants were registered. Two weeks ago, 115 (14.3%) of the then 804 new applicants were registered.
- 33% of the Winter Quarter applicants have completed the online New Student Orientation compared to 20.7% during this time in the registration period Fall Quarter. This increase in activity may be due in part to the over 1,000 calls and emails sent to applicants to check in on their progress.
- Since Oct 14th, 125 students (167 sessions) received assistance with getting started at LCC in the One-Stop Center, 139 students (184 sessions) received assistance with the FAFSA or WASFA.
- 4,873 reports were submitted from faculty regarding students in their classes as part of two Progress Report campaigns launched through Navigate to gauge how students were performing in classes and to see if intervention was required.
- The new Testing & Proctoring Center provided 3,822 proctored exams for Fall quarter, with over 780 examinees during the final 2 weeks of the quarter.
- Testing proctored 40 students in November for their nursing entrance exams.
- Navigate for students launched on November 13th. Over 480 students have logged into and engaged with the student platform.
- Staff & faculty have completed 1,243 Navigate appointment summaries during Fall quarter.
- Three large group tours took place on campus throughout the month of November and included: 200+ 7th grade students from Coweeman Middle School; 70+ 5th grade students from Butler Acres; and 40+ classified staff members from Butler Acres, Wallace, Beacon Hill, and Barnes Elementary schools.
- The Outreach & Recruitment team is in the process of working with Woodland High School to develop new math articulation agreements.
- The Outreach & Recruitment team participated in 12 outreach events (College & Career Fairs) throughout the service area during Fall quarter, including a higher education advocacy opportunity with Goodwill Industries.
- On November 15, eight representatives from high schools in LCC's service area participated in a Financial Aid training lead by WSAC representative Christina Winstead, on the LCC campus. This event was coordinated by the Outreach & Recruitment team in partnership with the One Stop Team and Tamra Bell. K12 Partners expressed interest in participating in future LCC-led trainings aimed at increasing FAFSA/WASFA completion.
- The Outreach & Recruitment team supported and facilitated an industry tour at Waite Specialty with 8 LCC welding students.
- ASLCC held a full week of Finals Week events. Collaborating with the Learning Commons, ASLCC handed out 40 Finals Survival bags at the Therapy Animals event on December 10th. ASLCC hosted a Relaxation Zone on Wednesday, December 11th and provided 45 free massage therapy sessions to students on Thursday, December 12th.
- ASLCC completed their campus tours with Washington state legislators. Throughout November and December ASLCC hosted Rep. Ed Orcutt (20th LD), Rep. Brian Blake (19th LD), Sen. Dean

Takko (19th LD), and Rep. Jim Walsh (19th LD) and discussed issues that CTC students face and upcoming legislation that seeks to address these issues.

- Phi Theta Kappa created 50 life kits with food and 50 hygiene kits for the local homeless population for their Fall Quarter Community Service Project.
- In collaboration with LCC's Library staff, tutors, faculty and ASLCC, LCC's Student Ambassadors put on a "Study Party" event in October geared towards supporting current students in preparation for their mid-term exams. A total of 74 students participated in the event. Students who participated in the event were given study materials and refreshments provided by the Student Ambassadors. Students were able to meet with tutors in the library on a drop-in basis and attend three workshops provided for students by faculty and staff about preparation for mid-term exams, test anxiety, and online learning. A few faculty also provided extra credit for their courses, as an incentive to attend the event.
- Rosemary Perkins completed LCC's new online Graduation Application. This student-friendly web tool replaces the cumbersome PDF and paper forms that were required for all students applying for graduation.
- Financial Aid implemented a new procedure that allows students to begin working the quarter prior to their enrollment. The goal is to connect and familiarize students with campus prior to attendance to positively affect enrollment and retention.
- Financial Aid implemented a new form and procedure to quickly identify and report dependent students suffering homelessness or who are at risk for homelessness. This designation can increase access to an increased number of financial aid programs and higher dollar amounts of financial aid to support efficient access and retention.
- International programs welcomed 4 new international students to LCC for Fall Quarter, including students from Ghana and Albania, which are new countries for LCC.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Registration staff completed hundreds of hours of configuration, testing, and training for the ctcLink project on campus and in Olympia at SBCTC. LCC has completed more required ctcLink testing items than any other college in our deployment group.
- Registration received 6,127 admissions applications in 2019. 1,392 applications were received between October 1 and December 31.
- Rosemary Perkins processed the awarding of 925 credentials in 2019: 553 associate degrees, 225 certificates, and 147 high school diplomas. 126 credentials were awarded at the end of the fall 2019 quarter.
- Britney Deal completed 1,481 college transcript credit evaluations on behalf of 962 students in 2019. A total of 89,409 quarter credits were awarded.
- LCC participated in the national International Education Week for the first time. Events included a faculty workshop on ways to bring global perspectives to the classroom, a flag-hanging ceremony in the learning commons, an open house for international programs, and a study abroad workshop.
- President Chris Bailey signed an MOU with Wako International High School in Wako City, Japan. This formalized a pathway for students to study at LCC once they complete their degrees at the high school.

- LCC received a \$25,000 grant from the Community Foundation of Southwest Washington to pilot a partnership between LCC and Kelso High School. A High School Navigator will work with Kelso seniors to increase the rate of graduates attending postsecondary education. The Navigator will develop relationships with students and staff, provide financial aid information and support, connect students to LCC advisors, and directly assist with onboarding to LCC.



Operations Council Report

INSTRUCTION DIVISION – FALL 2019

Dr. Kristen Finnel, Vice President of Instruction
Karen Joiner, Executive Dean & Director of Nursing
Tamra Gilchrist, Dean of Instructional Programs
Kyle Hammon, Dean of Instructional Programs
Melinda Harbaugh, Dean of Instruction and Learning Resources
Theresa Stalick, Associate Dean of Basic Education for Adults
Mindy Leasure, Director of Head Start
Heidi Patrick, CEO/HS Completion Manager
Sarah Griffith, Director of eLearning
Natalie Richie, Director of Instruction Division Operations

Core Theme I: Workforce & Economic Development

- Effective Winter 2020, LCC's Automotive program will be supported by the IBEST program.
- On December 14, LCC hosted a regional Instructor Workshop for nursing assistant instructors. Thanks to Amy Boultinghouse, LCC nursing faculty, for suggesting, organizing, and facilitating this event.
- Workforce Education programs in partnership with College Relations continues to strengthen marketing efforts and improve web page design to attract new students and improve information navigation. The Go to Work page was redesigned Fall quarter: [Lower Columbia College's Go to Work webpage](#).
- LCC's Career Technical faculty continue to strengthen partnerships with local industry through guest speakers and internships. AARP came and visited the Income Tax course; recruiting Accounting students to do taxes for Cooperative Education. Business Technology invited all the local high school vocational instructors to the quarterly Bus Tech Advisory meeting. This was a productive and collaborative experience.
- During Fall quarter, LCC met with local K12 Career Technical Education Directors to coordinate outreach, events, and advisory committees. It was jointly determined that LCC and all local high school districts would combine individual program advisory committees both for efficiency and future pathways alignment work.
- Effective Winter 2020, LCC will be an American Welding Society (AWS) Educational Facility. Students will utilize AWS curriculum through the AWS Online Educational Library, which includes a comprehensive collection of online courses that contains over 100 hours and 228 modules of content specifically designed to meet the needs of the welding industry. With the implementation of this program, students will graduate with additional industry recognized credentials and have a significant advantage for employment opportunities.
- During Fall quarter, two instructional labs in AAR were remodeled to establish a new Business Achievement Center (BAC) and an active learning classroom. The BAC provides students in Accounting, Business, and Information Technology a space to receive instructional support as well as an active learning classroom and environment that will support students in all programs.

Core Theme II: Transfer & Academic Preparation

- Based on demonstrated excellence in intercollegiate competition, several members of LCC's speech and debate team were approached by coaches at 4-year colleges and universities about opportunities for transfer and forensics scholarships.
- Six BAS-TE students attended a National Science Teaching Association conference in Seattle on December 13 with faculty member Brenda Carpenter. Among items covered were cross-curricular methods for integrating science into all learning.

- LCC's College in the High School program expanded to include Biology and English courses at Kalama HS.
- The Lower Columbia Regional University Center has expanded the partnership with WSU-V to include WSU Pullman and WSU Global. This expansion will increase opportunities for transfer students, especially those pursuing higher education online.
- I-BEST students continue to receive twice the support and instruction with excellent results. For summer quarter 2019, 72 students enrolled in I-BEST classes, an increase of 12.5 percent from Summer 2018; 47 students or 65.3 percent earned Honors level GPAs of 3.25 or higher. Twenty-three students, including 13 spring quarter Medical Assisting students, earned a degree or certificate summer quarter. In fall quarter 2019, 162 students enrolled in I-BEST classes, an increase of 13.3 percent from Fall 2019.
- Transitional Studies faculty will begin a pilot program to improve attendance, engagement, and performance of online/hybrid students. Using EAB Navigate, online instructors will be encouraged to contact students who have two consecutive weeks of zero attendance hours. Students will be welcomed to schedule a face-to-face meeting with their instructor to discuss attendance, performance, and barrier mitigation.

Core Theme III: Student Access, Support & Completion

- The LPN2RN eLearning option of the nursing program expanded by 11% this fall, admitting 51 students for the fall cohort.
- Nursing faculty have approved changes to the admission tests policy for nursing; these will be published in January. The changes accommodate student realities and maintain the intent of the admission tests.
- Dr. Louis LaPierre hosted Coweeman Middle School students on two occasions, introducing them to biology and environmental concepts.
- Faculty in the Language and Literature department piloted ENGL 101 plus, which tested the effectiveness of additional support for students not confident of their readiness for ENGL& 101. Surveyed students strongly favored the approach. The pilot is part of the Guided Pathways initiative.
- LCC has created agreements with Kelso and Longview High Schools to implement Open Doors effective January 2020. Open Doors is a dropout reengagement program that provides education and services to older youth, ages 16-21, who have dropped out of school or are not expected to graduate from high school by the age of 21. This program provides students an on-ramp to post-secondary achievement through a performance based, individualized support model. Named *Renaissance* by Longview and Kelso, this program offers eligible students the opportunity to engage in High School+, GED, I-BEST supported professional technical training, and college level courses. 17 students are currently enrolled.

Core Theme IV: Institutional Excellence

- Three new full-time nursing faculty positions are being funded this year from House Bill 2158 monies. An additional $\frac{3}{4}$ time faculty position has been approved to begin in January.
- With ASLCC funding, student nurses gave over 300 flu shots this fall to LCC students, faculty, and staff.
- Liz Engel and Vicky Soladey have been hard at work writing the MEDA self-study for specialized accreditation. This was submitted in December; the accreditation site visit will be in April. The LCC speech and debate team has been recognized for excellence at several regional competitions, including sweepstakes awards in tournaments at Lewis & Clark College (2nd place Division III), Whitworth University (2nd place Overall), and Linfield College (2nd place Division III).
- The Drama Department offered seven performances of *Sense and Sensibility* by Kate Hamill, a joyous production of the Jane Austen classic. The whimsical romp sold out two performances including a matinee offered especially for LCC students and local high school students.
- Katrina Fuller was accepted as a Small World Initiative (SWI) Partner Instructor. SWI began at Yale University to crowdsource antibiotic discovery with students from around the world. LCC microbiology students are screening soil samples from on campus for bacteria that produce antibiotics.
- 25Live reports that 1,368 non-section (non-academic) event occurrences were booked and took place on the LCC Campus during Fall Quarter. This includes Meetings, Trainings, Presentations, Conferences, Athletic Games/Practices, etc.

- o 12,246 event occurrences took place (including academic classes) during Fall Quarter.
- 25Live reports that all event reservations (academic and non-academic) totaled 21,822 hours of use during Fall Quarter.
- 25Live reports that the GYM Building (280 event occurrences), Applied Arts Building (281 event occurrences), and the STC Student Center (187 event occurrences) were used the most for non-academic events during Fall Quarter.
- Faculty Development Committee: 21 applications were submitted during Fall, with a total of \$12,632.84 awarded. \$5867.16 remains in the budget and will be available for applicants in Winter Quarter.

Topics of Interest

Recognition / Personnel

- Annette Ward made a presentation on healthy behaviors during the holidays at a Ridgefield community event.

Upcoming Events

- **Date**, Time, Event, Location
- **Jan 6-7**, 8 am, ASLCC Winter Welcome, Student Center 101, 113, and Outdoor Pavilion
- **Jan 8-9**, 4 pm, Audition! LCC Quarterly Drama Play Production, Rose Center for the Arts 131 - Theatre
- **Jan 10**, 10 am, ASLCC Bullet Journal Workshop, Student Center 120 - STC Conference Room
- **Jan 13**, 9 am, WSU @ LCC Day, Alan Thompson Library Building 130 - University Center Classroom, Alan Thompson Library Building - Entry Lobby Area
- **Jan 13-17**, 11 am, Anime Club Bake Sale, Student Center 101 - Student Center Lobby
- **Jan 14-16**, 4 pm, Student Leadership Training, Student Center 120AB - STC Conference Room AB
- **Jan 15**, 12 pm, Tangled: Why Your Hair Matters to Society, Student Center 120 - STC Conference Room
- **Jan 16**, 3 pm, Pop-In for Application Help!, Alan Thompson Library Building 103 - LIB Conference Room, Alan Thompson Library Building - Entry Lobby Area
- **Jan 23**, 3 pm, LCC's Got Talent - Wollenberg Auditorium
- **Jan 24**, 6 pm, Lunar New Year Celebration, Student Center 120 A, B, C and 122 - Cafeteria & Conference Rooms
- **Jan 28**, 11 am, Winter Clubs & Orgs Fair, Student Center 120 - STC Conference Room
- **Feb 5**, 12 pm, Black History Month Trivia, Student Center 122 - Cafeteria
- **Feb 9**, 7 am, CEVA Volleyball Tournament, Gymnasium Building 116 - Gymnasium
- **Feb 10-14**, 11 am, SNO Blood Pressure Clinic, Student Center 101 & 113 - Student Center Lobby
- **Feb 14**, Friend Speed Dating, Student Center 120 - STC Conference Room
- **Feb 20**, 2 pm, ASLCC Presents "Harriet" Film Showing, Student Center 120 - STC Conference Room
- **Feb 20**, 3:45 pm, High School Welding Competition, Physical Science Building 102
- **Feb 23**, 7 am, CEVA Volleyball Tournament, Gymnasium Building 116 - Gymnasium
- **Feb 24-28**, 11 am, Anime Club Bake Sale, Student Center 101 - Student Center Lobby
- **Feb 27**, 2 pm, Pet Parenting 101, Student Center 122 - Cafeteria
- **Feb 28-Mar 1**, 7:30 pm, Theatre Performance: Number the Stars, Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 139
- **Mar 6**, 11 am & 7:30 pm, Theatre Performance: Number the Stars, Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 139
- **Mar 6**, 7:30 pm, LCC Symphonic Band Winter Concert: Women of Note: Celebrating the Accomplishments of Female Composers
- **Mar 7**, 8 am, Science Olympiad 2020, Don Talley Vocational Building 232, Health & Science Building 104, Main Building 233, Science Building 108 - Education/ Early Education Room, Student Center 101, Student Center 113 - Student Center Lobby, Student Center 120
- **Mar 7**, 7:30 pm, Theatre Performance: Number the Stars, Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 139
- **Mar 10**, 5 pm, High School All-Star Basketball Games, Gymnasium Building 116 - Gymnasium
- **Mar 10**, 7:30 pm, LCC Jazz Ensemble Concert, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA 117

- **Mar 12**, 9 am, ASLCC Black Light Yoga, Student Center 120 - STC Conference Room
- **Mar 12**, 12:30 pm, Nursing Pinning Ceremony, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium
- **Mar 13**, 7:30 pm, LCC Choir Concert: Mozart's Requiem, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA 117
- **Mar 14**, 7 am, CEVA Volleyball Tournament, Gymnasium Building 116 - Gymnasium
- **Mar 17**, 11 am, DIY Mini Zen Garden, Alan Thompson Library Building - Entry Lobby Area
- **Mar 1**, 5:30 pm, Student Recital, Rose Center for the Arts 123 - Wollenberg Auditorium
- **Mar 18**, 10 am, Finals Week Massage Therapy, Student Center 120 - STC Conference Room
- **Mar 18**, 4 pm, Audition! LCC Quarterly Drama Play Production, Rose Center for the Arts 131 - Theatre
- **Mar 18**, 4 pm, Music Scholarship Auditions, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall

Auxiliary Program

Head Start

- Recruitment/Enrollment: Head Start continues to maintain full enrollment! Every day brings change and potential openings. Community families are encouraged to submit applications to be placed on our waitlist. Parents/guardians can apply online at lowercolumbia.edu/head-start.
- Self-Assessment planning is underway. Content area data work groups will be analyzing program data in January to assess for strengths and opportunities.
- Funding Applications: An application for a United Way grant will be submitted in early January. Social/emotional support needs of families and staff continue to exceed State and Federal funding. With this continued and increasing need in mind, a similar application as last year will be submitted requesting continued funding to meet the need for mental health specialists.
- County Commissioners finalized the program's contract for Behavioral Health Tax (BHT) services. With funding through June 2021, a position for a second Classroom Behavior Specialist is on the LCC Jobs webpage. The position is a 30 hour/week Classified ECPS 3 position with benefits included.
- Facilities: Barnes North Center has been open since 9/25/19; a Ribbon Cutting Ceremony took place 10/29/19. Fundraising and planning for a new playground behind the center is in progress. Visitors are welcome to tour the new site at 401 Barnes St, Building B; access on Bowmont Avenue, in Kelso.
- Community Engagement: Head Start connected with the Cowlitz Indian Tribe to better serve shared families. The Cowlitz Indian Tribe will provide culturally relevant materials to classrooms, with more to come from this partnership. Parents Place will be offering READY! for 2's starting this winter. As a part of the Strategic Plan, the program is participating in the Early Learning Steering Committee for Kelso School District to expand the district's early learning services.
- ECEAP Leadership at the Department of Children Youth & Families (DCYF) is working on a decision package to present to legislators in 2020 to create a Special Needs Fund for ECEAP programs. This proposal would allow ECEAP programs to request additional funds to support children with special needs or high impacting behaviors in the classroom. Additional funds would allow for additional staff for one-on-one support or materials for individual child support plans.