

# OPERATIONS COUNCIL MINUTES January 9, 2017



## Attending:

Chris Bailey  
Tamra Bell  
Marie Boisvert  
Sue Boursaw  
Kat Cooper  
Brendan Glaser  
Wendy Hall  
Richard Hamilton  
Kyle Hammon  
Melinda Harbaugh  
Betty Hayes  
Eli Hayes  
Cliff Hicks  
Karen Joiners  
Sue Orchard  
Nichole Seroshek  
Kendra Sprague  
Dani Trimble  
Nolan Wheeler

Recorder,  
Linda Clark

## 1. UPDATE ON GOALS - President Bailey called the meeting to order at 1:34

### 2. MEETING TOPICS -

**Budget Update**– Nolan Wheeler reported that he did the first run draft for next year and it appears that we will be approx. \$700,000 short. This amount is basically a repeat of the past couple of years due to our enrollment decline. Everyone needs to begin working to address the shortfall. Please discuss budget during staff and department meetings.

**Emergency Preparedness** – Nolan reported that security cameras are installed. Not all are turned on as some refining of views is still being done. The ones that are operational are now recording. No bicycle thefts since the signs went up and cameras installed. The recordings are kept for 30 days, then deleted unless specifically saved. If there are requests for additional camera locations, please fill out the form on the web and submit to Nolan.

The emergency notification system is working--digital clocks and speaker units. Still working to get the strobes working on those units and are also working on the message coming over the phone system.

Phase 2 will be upcoming, which will tie the text message on the clocks to all computers.

**ctcLink** – Eli Hayes reported that an email from the project team came out stating that all project efforts are on hold. For us, it means we are essentially in a hold pattern until further directed by the State Team. The project managers now have representation on the State Team. Based on information from the Gartner Report, almost all efforts are being directed to the two pilot schools--Tacoma and Spokane--to stabilize their systems. There will be a state ctcLink retreat on January 17.

### 3. UPCOMING TOPICS

### 4. ROUND TABLE

Chris Bailey

- We are in the beginning stages of a new strategic planning process. Cabinet will take the first cut by looking at the academic master plan, notes from the monitoring report planning lunches, and results of the past several years' worth of monitoring reports. It is his feeling that we will not see much new in the strategies. At a later date, the draft will be sent out for campus review and input.
- The Enrollment Management Team continues to meet and refine processes. They made hundreds of retention calls which resulted in a 6% spike in enrollment. Betty Hayes said the Career Center, WorkFirst and DSS did the majority of the calling.

Karen Joiner –Her primary focus right now is on the accreditation nursing report.

Wendy Hall– Just a reminder that the College will be undergoing an accreditation visit in the Fall of 2018. Your VP's will need help on their report, which is due March 31st.

Melinda Harbaugh – The Library, Tutoring Center, and ELearning staff are working on new student orientations. A history teacher in Kalama is bringing 6th and 10th grade classes to the learning commons to conduct research.

Dani Trimble - A taskforce has formed to discuss how to best serve Dreamer (DACA) students. The system presidents all signed off on a letter to the Trump Administration encouraging the DACA program.

Kat Cooper - HR will be short staffed for a while when Sam Orth goes on maternity leave, so their responses may not be quite as quick.

Sue Boursaw – Head Start received the duration and extension grant which will allow conversion of part-day to full-day classes.

Kendra Sprague

- The Foundation scholarships opens Feb. 1 and closes in April.
- The Athletic Hall of Fame will be held on Friday, Feb. 17th. Tickets are on sale now.
- Fine tuning the annual report to the community. Hope to hit mailboxes the first part of February.
- HR has assigned two courses this quarter for training--Securing the Human and Diversity. Winter closure questions can be directed to HR.

Sue Orchard

- Please provide feedback on the Diversity & Equity course.
- Veteran's Center is now located in the Diversity and Equity Center.

Marie Boisvert

- We could really use student employment opportunities for International students. It's really an important ask.
- Applications have gone up from 40 to 50 for spring quarter. Of course, the yield is unknown.
- The Atomi students will be returning again this February.

**President Chris Bailey****Marie Boisvert, International Program****Hahli Clark, Corporate and Continuing Education****Wendy Hall, Effectiveness and College Relations****Kendra Sprague, Human Resources and Foundation**

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**CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT**

- Corporate Partnerships & Training received a \$35K JSP grant to develop and deliver Organizational Leadership program to employees of O-I Kalama. The initial training for upper management was delivered mid-December with 12-15 additional trainings happen over the next 6 months. The grant will focus on providing training to new supervisors and support them through their transition from co-worker to supervisor using the MBTI assessment as the foundation of the training.
- Hahli Clark and Heidi Hamer delivered Safe Sitter to 8 middle school students December 29 as a part of a safe communities effort. Safe Sitter is a nationally recognized evidence-based program taught to middle school students to keep them safe while home alone and also to show them how to care for younger children. It includes instruction on basic child care, First Aid and CPR. This is the fourth offering by the Corporate & Continuing Education department.
- Hahli Clark joined Workforce Southwest and NW Innovations to announce the development of a pre-employment training program to The Daily News. The Corporate Certificate program is currently in development and will be announced once curriculum and program schedule are finalized.

**CORE THEME IV: INSTITUTIONAL EXCELLENCE**

- Human Resources welcomed and oriented all new part-time employees. A situational Awareness – “Run, Hide, and Fight” seminar was offered for all staff. The presenter was Shane Gardner, the Director of Security for Evergreen Schools. TIAA-CREF also came to campus to do one-on-one retirement counseling with interested faculty & staff. Although the ctcLink Go live date has been postponed, the data validation homework for the HR team continues.
- HR staff continue to work on Diversity & Equity Committee initiatives including launching the LCC Diversity & Equity webpage and providing Safe Zone Training. The special open enrollment for life insurance through MetLife ended this month. HR provided information and guidance through that process.
- The trial of the tobacco cessation classes, which was sponsored by ASLCC, concluded this month. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be of interest to faculty, staff, and students.
- The Department Holiday Photo contest was a hit! We had 18 departments enter the contest! Photos were judged by the Red Devil Wellness committee members that did not participate in the event. They declared Transitional Studies the winner with their “Christmas morning” themed photo.

- **Foundation:**

- The 2016 Retiree Holiday no-host luncheon was held on December 12<sup>th</sup>. It was a great time to reconnect with more than 40 retirees. Each retiree shares the area of LCC they worked in and what keeps them busy in retirement. Retiree and LCC Foundation Board Member Jane Rosi-Pattison welcomed the group, Sheila Burgin reminded retirees of their Retiree Association card benefits as well as informed them of the \$6,400 raised during the GiveMore24! event in memory of Retiree Lionel Livermore. Kendra Sprague and President Bailey updated the group with campus initiatives.
- The 5<sup>th</sup> annual Holiday Thank-a-thon was held December 10. Student volunteers made 275 phone calls to donors including Boosters, Athletic Excellence, Scholarships, and Student Success. This was a great follow up to our end of the year appeal.
- We received \$47,182.76 in gifts this month including a \$10,000 gift from Applied Industries for an endowed scholarship, a \$9,920 stock gift from Jim and Marianne Mitchell and a \$3,250 gift from Fredrick and Adele Kniepp which will be matched by Shell Oil Company Foundation. We received two new scholarships - the ESL to Work Scholarship for students in ABE/ESL and I-Best programs and Applied Industries Endowed Scholarship to benefit students with disabilities.
- The Foundation continues our work on its annual financial audit.

- **International Program**

- We are continuing to work on a three-year plan for international recruitment, admission, international student services, and campus internationalization. The plan will actively engage campus stakeholders and is intended to be a collaborative effort across constituencies.
- We have a bit of a staffing issue. It is difficult for us to keep up with the volume of applications, student needs, and recruitment activities with the number of staff and limitations of part-time hourly work. We have hired a work-first assistant, Emma, who started on Jan 3. She is excellent, but we need to find another source of funding for her position starting in February.
- New admission workflow established, with 2 business day turnaround for complete applications.
- This winter, and now spring, has seen the largest number of applications for these terms that we are aware of. We are cautious about the number of admits for spring, however, as we do not have a baseline experience for enrollment yield from this agent, so we don't have a good gauge as to how many students will actually enroll (if any!).
- It is imperative that we provide an exemplary experience to our new students from Nepal, as Nepalese students are known to transfer around.
- 21 admitted students; 3 enrolled (Nepal, China, Libya)
- **For spring, we have 40 admitted students**

Country	Number of Admits	Status for Enrollment
China	1	
Ghana	1	
Senegal	1	
Nepal	37	
Morocco		
<b>Total</b>	<b>40</b>	

- New brochures have been completed, as well as Chinese translations. Many have been sent to agents overseas.
  - We have been invited to a recruitment event, with costs covered, in Kathmandu in February. This is currently being reviewed by HR to make sure it is okay with WA ethics.
  - We have several more agency partnerships, including agents from Indonesia, Malaysia, South Africa, and Ethiopia.
  - We have a group of Chinese students coming to campus on 01/19 for an afternoon. We are planning to provide them with a tour and a “mini-lecture”. They are visiting Rainier HS, and Anna helped arrange for them to have a day with us at LCC. We didn’t have much lead time, so we are trying to put something together ASAP.
  - The Atomi university group is coming to visit again this February. We are putting the final details together for the schedule, and should have an iESL instructor hired by next week. There will be 9 students and a chaperone this year.
  - We are hoping to host a group similar to the Atomi group in June from our sister school CITC. This group will have the added benefit of being possible future students at LCC (unlike the Atomi students who are already in University).
  - **We really need some on-campus employment options for international students.** They cannot take work-study jobs, and they cannot work off-campus, so a purposeful effort would need to be made to provide more opportunities for student jobs. This should be a part of our overall plan for international student enrollment, as it will attract and retain students, cause greater connection and engagement with the campus, and also give broader visibility and interactions of international students and the benefits of interacting with the roader campus community.
  - Student advising had a few bumps, but it is much better for getting students in their classes, etc. We are trying to empower students to access their student accounts themselves.
  - All international students will be invited to participate in the iESL trips this quarter, which include trips to Seattle, Olympia, and area historical attractions.
  - We do have an issue with students integrating with overall campus life. It seems challenging for them to navigate the club participation structure. It seems like it is a bit intimidating for them, and that they aren’t quite comfortable venturing out on their own, or club meetings conflict with their classes. We have personally walked them over to club meetings, but any additional suggestions for increasing participation or minimizing the intimidation factor would be very welcomed.
  - We currently have enough housing for both Atomi and our international students, although if we end up getting a large yield from the spring applications, housing may be problematic.
  - Work continues on a risk management and emergency response plan for international students. We would like to bring in others from campus for a wider conversation regarding international students and health and safety. Jason Arrowsmith was contacted and has brought the topic up at the weekly meeting surrounding safety and planning.
- **ctcLink Update –**
    - Virtually all Wave 1 activities are on hold until further notice. Project resources at the state and vendor level are focused on outstanding issues at the FirstLink colleges (Spokane and Tacoma).

Nolan Wheeler, VP  
Jason Arrowsmith, Security  
Desiree Gamble, Payroll  
Richard Hamilton, Campus Services  
Cliff Hicks, Auxiliary Services  
Brandon Ray, Information Technology  
Kirc Roland, Athletics  
Janel Skreen, Safety & Security  
Kelley West, Finance

January 2017

### **CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION**

### **CORE THEME IV: INSTITUTIONAL EXCELLENCE**

#### **Capital Projects**

##### **Main Remodel Project**

- The demolition and hazardous material abatement is finished; although, we are having difficulty with the contractor returning to correct a few electrical issues regarding the demolition.
- In order to maintain our project with minimal impacts to our estimated completion date and account for an August COP (bond) sale for funding part of the project, we are splitting the remainder of the project into two phases.
  - Phase 1 will include construction of the west side addition, installation of the new elevator, and the majority of the exterior work. Additionally, HVAC equipment with long purchasing lead times will be purchased in Phase 1 and installed in Phase 2. Phase 1 will be funded with the remainder of our FY17 small works capital allocation balances. Phase 1 will go out to bid towards the end of January and will be completed around the end of June 2017.
  - Phase 2 will complete the project and will consist of the interior work and building infrastructure updates. Phase 2 will be funded using next biennium's small works capital allocation with the remaining project balance funded by the COP sale in August 2017. Phase 2 will go out to bid around the end of May 2017 with work beginning in July 2017. If all goes well, Phase 2 will be completed mid-December 2017. Despite these changes, the project completion is only delayed a month from the original estimated completion date.

##### **Gymnasium/Fitness Center 2nd Floor Construction**

- Bids for completing the second floor office area were opened Tuesday, December 13th. The low bidder was JH Kelly. JH Kelly will start work on the renovation this month. Project duration is approximately six months with a tentative completion date of June 2017 and an occupancy date of July 2017.

##### **Don Talley Exhaust Fans/Roof & Air Compressor**

- The contractor has finished their original scope of work, however a Field Authorization (FA) was issued to add a variable frequency drive on the motor to reduce the fan speed based on the load and to reduce power consumption. This will save on energy and improve safety. All work was completed in December and the project will be closed out in January 2017.

#### **Information Technology Services**

- IT Services successfully completed the first data migration for the new statewide library catalog system.

## **Emergency Preparedness**

- IT Services has completed phase 1 of the emergency notification system project (cabling and installation of clocks/speakers). Phase 2 is in process and includes configuration of the system. The vendor is working on configuring two features of the emergency notification system- computer desktop notification and CISCO telephone notification. Emergency messages have been drafted and will be incorporated into the notification features. Currently, we are able to send live emergency notifications to the clock/speakers. Once configuration is complete, we will be able to send pre-recorded messages as well as live messages campus-wide. As we continue to work on implementing this system, I encourage you to participate in tests and drills so we are all better prepared to protect ourselves and others in the event of an emergency.
- Security cameras are installed and the majority of them are currently recording. All areas covered by the cameras are indicated with signage. Our goal was to cover all main entrances to campus as well as parking lots, main walkways and areas of previous theft, vandalism and other crime. If you think we missed an area and would like to request a security camera installation, please complete this form (<http://lcc.ctc.edu/info/webresources2/Internal/Forms/security-camera-request.pdf>) and forward it to me.
- Admin user training for the security camera software was held in December. We are taking the next few weeks to "tune" the cameras that are operational and bring the nonoperational cameras online. Additionally, we are becoming familiar with the system and learning how to effectively use the software to enhance the safety of our students, faculty, staff and visitors.
- Emergency Notification coordination efforts continue with Longview School District. Planned methods of communication are awaiting necessary equipment and installation.
- An encore presentation of the Situational Awareness and Active Threat Response training was conducted on December 12th (1-4pm, HSB 101).

## **Safety & Security**

- A Standard Operating Procedures Manual for the Security Team is nearly complete. Waiting on review and revisions by staff.
- New professional development opportunities for the security team will begin in 2017. These trainings will include Bias Response Training as well as Fire/Medical Emergency response and drilling.
- Clean Harbors Environmental Service collected dangerous waste from campus on 12/14/16.
- All final, serious changes requested by L & I have been completed and approved.
- The Longview Fire Marshal completed an inspection in the DTV building and cited some needed revisions, particularly in the biofuel program.

## **Athletics**

- Not only did the LCC athletic teams have success on the field and on the courts during the fall semester, they also got the job done in the classroom. The accumulative GPA for the six teams and 106 athletes was 3.28. Baseball had the top fall GPA at 3.45 followed by softball at 3.36, Soccer at 3.33, Women's basketball at 3.23, Men's Basketball at 3.18 and volleyball at 2.80. There were six LCC student/athletes who had a 4.0 GPA during the fall semester
- The LCC women's basketball knocked off the top ranked Umpqua team to capture the Lower Columbia Holiday Classic, the second pre-league tournament they have won this season
- Several LCC student/athletes donated time to call and thank LCC Boosters during the recent Foundation Call-A-Thon
- The NWAC Champion LCC volleyball team will be the guests of honor for the home basketball game on January 21st at Myklebust Gym. The team will be announced and the new Championship banner will be unveiled

- The inductees into the 2017 LCC Hall of Fame Banquet have been announced. Bill Stoller (Basketball/baseball 1970-71), Mickey Brusco (Baseball/basketball 1975-76), Mike McNeilly (Baseball 1969-70) and longtime Athletics Program Manager Carol Carlson will be inducted Friday February 17th at Myklebust Gym. Tickets are on sale through the Foundation Office or at the LCC Bookstore.

## **Enterprise Services**

### **Fitness Center**

- There will be a FREE Fitness Day is coming up Feb 6th so please stop in and check out the Fitness Center.
- The next round of WEE Climbing and Adult climbing sessions for Parks and Recreation starts Feb 4th, and will take place every Saturday in February.
- Also, the Fitness Challenge for students starts January 23rd. There will be a bunch of nice prizes, including gift cards for books as well as tuition credit. Look for an email from the ASLCC with sign-up sheets and information early this quarter.

### **Bookstore**

- Thanks to the support of faculty, Alternative Educational Resources (AER) continues to gain users, saving students over \$600,000 since last September.
- Library staff have conducted multiple surveys and students are very happy with not only the price of the OER books, but the content as well. They are also reporting better grades in these courses, which may be attributed to the fact that students have access to the textbook online and/or can afford the low cost of the books on the first day of class. Studies have shown 50% of students nationwide do not have their textbooks on the first day of class.

### **Food Services**

- Food service's hours will be slightly different starting January 3rd. The cafeteria will be open from 8:00am – 1:30pm every day and the espresso stand will be open from 7:30am – 3:00pm. We will have breakfast items available in the espresso stand starting at 7:30 and will serve lunch items through the espresso stand until 3:00pm.
- We are working closely with the International Program as well as the Multicultural club to bring more of a variety to food services. We will have a recipe contest in March where we will select 5 winners whose recipes will be featured in the cafeteria. Participants are encouraged to turn in healthy recipes from their cultural and ethnic backgrounds.

## **Campus Services**

### **Maintenance/Custodial/Grounds/Print Shop**

- The faculty in Don Talley requested that the restroom on the 1st floor be updated during the Christmas break. The entire restroom received fresh paint, new LED lighting and all toilet partitions were updated to improve the overall esthetics.
- To improve safety, new lighting and cages were installed/added to all light fixtures that are located above equipment.
- The floor on both sides of the Auto and Diesel shop was painted to improve the instructional area.
- The Fire Marshall conducted a follow-up inspection (12/16/16) to Capt. Bradshaw's inspection on December 9, 2016. The Fire inspection results were sent to the Dean of Instruction and the EH&S director.
- Kam Todd requested new carpet for his office. After inspection of said area, it was determined that new carpet was warranted. However, the carpet covered 9' by 9' tile that needed to be abated. IRS Environmental abated the carpet, tile and mastic and took air samples to ensure the office was safe to reoccupy. After the all clear was given, maintenance staff painted the entire office before new carpet was installed.
- AAR Office Row (in the Business Department) was completely repainted to improve the overall esthetics of this area.



- The large autoclave was disconnected and removed from HSB 303. The older autoclave and a recently purchased autoclave will be placed on a stand designed to hold both autoclaves and the power will be reconfigured to support both pieces of equipment.
- Jeremy completely rewired the Reader Board to accommodate the new display panels. This required several days of researching power requirements, pulling new wires, and changing several breakers in the electrical panel.
- 137 work orders were generated in the month of December, of which, 41 were completed. A total of 87 work orders (including those generated prior to December 1st) were completed in December.
- Maintenance staff installed Christmas lights and Christmas trees around the Rose Center and Pavilion for the holiday season. The campus looked neat and festive.
- The entry doors and walkways of Main and Applied Arts were spruced up with new paint during the winter break.
- The complete repainting of the Head Start buildings continued this month. Each day the buildings look cleaner and brighter.
- Safety and security camera signage was installed on parking lot light poles throughout campus. This signage is legally required when security cameras are present and are a welcome addition to all the newly installed security cameras.
- The entryway to Head Start Barnes was in need of repair due to some significant water damage. The front area around the door was removed and rebuilt with new wood and new tiles installed. It is now stable and safe to walk on.
- Restroom toilets and sinks in RCA and ADC were repaired during the closure so as not to disrupt their use during the quarter.
- HSB had 2 locations where the DI water stopped working. Repair kits were ordered to fix the faucets and restore water flow. Systems are now working properly and no further hiccups are anticipated.

### **Finance Office**

- Auditors from the State Auditor's Office finished the FY2015 Financial Statement Audit on December 19<sup>th</sup>. The exit conference will be scheduled sometime in January in which the results of the audit will be provided.
- Interviews for the Cashiering position are being scheduled in January.



# OPERATIONS COUNCIL REPORT

## 2016 – 2017

### INSTRUCTION

January 2017

**Brendan Glaser**, Vice President of Instruction  
**Karen Joiner**, Executive Dean & Director of Nursing  
**Tamra Bell**, Interim Dean of Instructional Programs  
**Kyle Hammon**, Dean of Instructional Programs  
**Melinda Harbaugh**, Interim Dean of Instruction and Learning Resources  
**Dani Trimble**, Director of Workforce Programs and Career Services  
**Sarah Griffith**, Director of eLearning  
**Suzanne Boursaw**, Director of Head Start

#### Core Theme I: Workforce & Economic Development

- The LCC General Advisory Committee held their first meeting. The eight employers in attendance each gave an overview of their program advisory committee activities to Tamra Bell and Karen Joiner. An upcoming General Advisory Committee meeting is set for spring, with a briefing planned on how the college has used the committee's advice to improve programs. The General Advisory will then take the information back to their programs to inform the community how LCC has used their feedback.

#### Core Theme II: Transfer & Academic Preparation

- Members of the Language and Literature department are developing a course specifically designed to better prepare professional-technical students for ENGL 110. It will be an alternative to ENGL 098/99. The hope is that this will help improve completion of the communications requirement for professional-technical students.

#### Core Theme III: Student Access, Support & Completion

- Tech Prep continues to register students and expand articulation agreements. There are currently 1,225 students registered for classes with several remaining high school students to register. Agreements with Hockinson, Morton, and White Pass High Schools are also being explored.
- Transitional Studies' off campus locations continue to see an increase in student attendance hours. There has been a 23% increase from fall quarter 2015. Daryl Pipkin's class at the Department of Corrections (DOC) has seen a 96% increase in attendance hours in the same period. This increase may be due to increased access to computers, enabling students to complete coursework online with the added benefit of face-to-face instruction.
- Jill Yates applied for a new Professional-Technical Integrated Basic Education and Skills Training (I-BEST) program—the Welding Certificate of Proficiency. The Welding application was approved to receive enhanced FTE of 1.75 for classes within the program that have at least a 50% overlap of a professional-technical instructor and a basic skills instructor during classroom instructional time.

#### Core Theme IV: Institutional Excellence

- The WorkFirst and BFET programs will have a compliance monitoring visit from the SBCTC on December 15<sup>th</sup>. This monitoring visit will audit programs, processes, and files to ensure compliance with state and federal grant requirements. Previously, these monitoring visits were scheduled on a three year cycle, however, visits will now be conducted annually.

## Topics of Interest

### Recognition / Personnel

- The Science Fiction Club and the Business & Information Technology Club participated in the Community Holiday Parade with their float titled “A Very Science Fiction Christmas”. They handed out candy and fliers promoting NanoCon Mk. IV Science Fiction Convention and the gift wrapping table at the Three Rivers Mall. Both clubs will wrap gifts for donations December 14<sup>th</sup> – 23<sup>rd</sup>.
- Faculty and staff in the Test Proctoring Center, Registration, and Financial Aid allowed LCC to maintain continuity of operations during the finals week weather closure.

### Upcoming Events

- **January 2**, Campus Closed, Holiday: New Year's Day (observed)
- **January 3**, 3 pm - 4 pm, Veterans Alliance Meeting, Student Center's Diversity & Equity Room (STC 201)
- **January 3**, 4 pm - 6 pm, Art Exhibit Opening Reception for Artist Al Flory, Rose Center for the Arts Art Gallery (RCA 110)
- **January 4**, 10 am – 11 am, Workforce Resources Information Session, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 4 - 26**, Art Exhibit: Al Flory, Rose Center for the Arts Art Gallery (RCA 110) 10 am - 6 pm Mondays and Tuesdays, 10 am - 4 pm Wednesdays and Thursdays (\*Closed January 16)
- **January 4 - 5**, 4 pm - 8 pm, Winter Quarter Drama Auditions, Center Stage Theatre in Rose Center for the Arts - Room 131
- **January 6**, 12 pm - 2 pm, Veterans Conversations, Diversity & Equity Room (STC 201)
- **January 6**, 2 pm - 4 pm, Veterans' Dependents Conversations, Diversity & Equity Room (STC 201)
- **January 9**, 1 pm – 2 pm, Soft Skills with Stephen Chapman, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 11**, 3 pm – 4 pm, Ready, Set, Graduate!, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 12**, 3 pm – 4 pm, Degree & Career Planning, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 13**, 12 pm - 2 pm, Veterans Conversations, Diversity & Equity Room (STC 201)
- **January 13**, 1 pm – 2 pm, Positive Self-Talk, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 13**, 2 pm - 4 pm, Veterans' Dependents Conversations, Diversity & Equity Room (STC 201)
- **January 13**, 7 pm – 9:45 pm, National Theatre Live Presents: The Deep Blue Sea / Encore, Rose Center for the Arts – Wollenberg Auditorium (RCA 123)
- **January 17**, 3 pm - 5 pm, Tobacco Cessation Classes, Health & Science Building - Room 235
- **January 17**, 3 pm - 4 pm, Veterans Alliance Meeting, Student Center's Diversity & Equity Room (STC 201)
- **January 18**, 10 am – 11 am, Workforce Resources Information Session, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 18**, 3 pm – 4 pm, Ready, Set, Graduate!, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 19**, 7 pm - 10 pm, Business Best Practices: Cash Flow for Small Businesses, Heritage Room (ADM 100)
- **January 19**, 6 pm - 7:30 pm, Plant-Based Healthy Cooking Class presented by Dr. Bob Ellis, Student Center Conference Rooms (STC 120AB)
- **January 20**, 8 am - 5 pm, Mental Health First Aid Training, Heritage Room (ADM 100)
- **January 20**, 12 pm - 2 pm, Veterans Conversations, Diversity & Equity Room (STC 201)
- **January 20**, 1 pm – 2 pm, Applications – Paper and Online, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 20**, 2 pm - 4 pm, Veterans' Dependents Conversations, Diversity & Equity Room (STC 201)
- **January 23**, 1 pm – 2 pm, Portfolio Power, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 24**, 3 pm - 5 pm, Tobacco Cessation Classes, Health & Science Building - Room 235 (HSB 235)
- **January 25**, 3 pm – 4 pm, Workforce Resources Information Session, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 26**, 2:30 pm - 4 pm, Parenting Workshop: Teach Me What to Do!, ASLCC Clubs & Org Room (STC 216)
- **January 26**, 3 pm – 4 pm, Resume Strategies that Work!, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 26**, 6 pm - 7:30 pm, Plant-Based Healthy Cooking Class presented by Dr. Bob Ellis, Student Center Conference Rooms (STC 120AB)
- **January 27**, 12 pm - 2 pm, Veterans Conversations, Diversity & Equity Room (STC 201)
- **January 27**, 1 pm – 2 pm, More than Ramen Noodles, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 27**, 2 pm - 4 pm, Veterans' Dependents Conversations, Diversity & Equity Room (STC 201)
- **January 30**, 1 pm – 2 pm, Introduction to Entrepreneurship I & II, Career Center Lab, Admissions Building – Room 120 (ADC 120)
- **January 31**, 3 pm – 5 pm, Tobacco Cessation Classes, Health & Science Building - Room 235 (HSB 235)

### Auxiliary Program

#### Head Start

Community Foundation Grant: Head Start was granted \$24,524 by the Community Health Foundation. This money will be used toward the Behavior Support Program.

Extension and Duration Grant: Head Start received the Extension and Duration Grant award. This will assist in converting three classrooms to 1020 hours of service and will allow the purchase of a modular unit to be placed on Kelso School District Property.

Senator Visit: Senator Braun visited ECEAP December 16<sup>th</sup>. Senator Braun was given an award for his support of ECEAP expansion and the Early Start Act which has improved the quality of child care centers.

CLASS Federal Review: Head Start had their Federal CLASS Review November 1-4<sup>th</sup>. On a scale of 7 – they scored a 6.54 in emotional support; 6.21 in Classroom Organization; and 3.01 in Instructional Support. These scores are an improvement from the 2013 review. The table below represents the National average scores of programs for 2015.

<b>OHS CLASS<sup>®</sup> Descriptive Statistics, 2015</b>			
<b><u>National Distribution of Grantee-Level Domain Scores</u></b>			
<b>Domain</b>	<b>Lowest 10%</b>	<b>Median (50%)</b>	<b>Highest 10%</b>
Emotional Support <i>Lower Columbia College Head Start</i>	5.65	6.04	6.37 6.54
Classroom Organization <i>Lower Columbia College Head Start</i>	5.27	5.82 6.21	6.28
Instructional Support <i>Lower Columbia College Head Start</i>	2.22	2.78 3.01	3.69

## OPERATIONS COUNCIL REPORT – STUDENT SERVICES

### Sue Orchard, Vice President for Student Success

Aaron McNabb & Jennifer Hogue, Counseling  
Betty Hayes, Outreach and Enrollment  
Chad Meadors, Advising & Testing  
Jodi Dahlke, TRiO – Student Support Services  
Nichole Seroshek, Registration  
Marisa Geier, Financial Aid  
Mary Kate Morgan, Disability Support Services  
Roxana Ahmadifard, Student Programs



### CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Betty Hayes, Outreach and Enrollment Manager, is currently working with the Performing Arts department in general drama/music outreach to coordinate a late winter event for high school students. The outreach & admissions staff at Centralia, Clark and LCC collaborated to bring outreach representatives from Washington and Oregon community colleges together to discuss initiating a formal group for intercollegiate collaboration, support, and professional development. Twenty colleges responded with enthusiasm and support and nine colleges (13 representatives) met at LCC to discuss moving forward. Other recent activity from this department includes Career presentations for 20 9<sup>th</sup> and 10<sup>th</sup> graders at Rainier High School, a career fair for 60 RAL seniors, and a customized campus tour for White Pass seniors.

### TOPICS OF INTEREST

#### ENROLLMENT

- Enrollment as of close of business 12-16-2016: State FTE for winter quarter is **1690**, compared to **1929** on the same date last year (**-12.4%**).

#### RECOGNITION/PERSONNEL

- Long-time staff member, Sandie St. Onge, will be retiring at the end of winter quarter. The position announcement went out last week with an anticipated start date of mid-March to hopefully allow some time for cross-training the new hire.

#### UPCOMING EVENTS AND IMPORTANT DATES

- January 3-Winter quarter classes begin
- January 5-Online adding/dropping ends
- January 6-Instructor permission required to enroll
- January 9-100% refund cutoff date
- January 9-Academic early warning begins
- January 17-Last day to withdraw and avoid a "W" on transcript
- January 20- 50% refund cutoff
- January 24-Graduation application deadline for winter quarter