

**OPERATIONS COUNCIL
MINUTES
February 13, 2017
Heritage Room**



1. UPDATE ON GOALS

- I – WORKFORCE and ECONOMIC DEVELOPMENT
- II – TRANSFER and ACADEMIC PREPARATION
- III – STUDENT ACCESS, SUPPORT and COMPLETION
- IV – INSTITUTIONAL EXCELLENCE

2. MEETING TOPICS

-

3. UPCOMING and/or RECURRING TOPICS

- ✓ Emergency Preparedness – Monthly topic
- ✓ ctLink Update – Monthly topic

4. ROUND TABLE DISCUSSION

Membership:

Roxana Ahmadifard
Jason Arrowsmith
Chris Bailey
Tamra Bell
Marie Boisvert
Sue Boursaw
Hahli Clark
Kat Cooper
Jodi Dahlke
Marisa Geier
Brendan Glaser

Wendy Hall
Richard Hamilton
Kyle Hammon
Melinda Harbaugh
Betty Hayes
Eli Hayes
Cliff Hicks
Karen Joiner
Mary Kate Marthaller
Chad Meadors
Sue Orchard

Brandon Ray
Kirc Roland
Nichole Seroshek
Janel Skreen
Kendra Sprague
Dani Trimble
Kelley West
Nolan Wheeler

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

February 2017

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION
CORE THEME IV: INSTITUTIONAL EXCELLENCE

Capital Projects

Main Remodel Project

- Design drawings will go to the City of Longview for plan review this week.
- 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 in 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.

Head Start Modular Classrooms

- Recently, federal Head Start officials adopted new regulations requiring an increase from part time classroom operations to full time classroom operations. To meet facility needs, Head Start has been awarded a grant to purchase a 5,000 square foot modular classroom. LCC and Head

Start are working with the Kelso School District to determine the placement of the modular building on the Barnes Elementary property.

Gymnasium/Fitness Center 2nd Floor Construction

- JH Kelly started work on the gym renovation on January 5th. 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

- No significant changes in January

Information Technology Services

- IT Services replaced a critical database server.
- IT Services installed and configured a redundant physical domain controller located in HSB
- IT Services expanded wireless network coverage in the VOC building.
- IT Services began developing a database for Campus Services to replace an old, DOS-based File Pro database and improve shipping and receiving services as well as copier management.

Emergency Preparedness

- IT Services configured the emergency notification solution so that phones now work with the system. This solution is part of Phase 2 which also includes computer desktop notification. As we continue to work on implementing this system, we will be encouraging campus wide participation in tests and drills.
- Security cameras are installed and currently recording. All areas covered by the cameras are indicated with signage. 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.
- Emergency Notification coordination efforts continue with Longview School District. In January, we received a radio to use in conjunction with LVSD. This will help us notify them of emergencies and update us on any emergencies they are experiencing. In addition to the radio, Emergency notification clocks have been installed and are operation on the Mark Morris Campus and the Northlake Primary Campus.
- Contracts to use the Cowlitz County Event Center in the event of an emergency have been sent to the appropriate governing bodies. One has been signed and the other is pending approval of the presiding board.
- The security team will begin incorporating various emergency response drills into staff meetings to practice for possible "what if" scenarios.

Safety & Security

- A Standard Operating Procedures Manual for the Security Team is complete. Waiting on review and revisions by staff.

-
- Professional Development: Courses for the Security Team and Emergency Building Coordinators are being developed using the CANVAS system. Courses include "Drug Identification", "EVAC Chair Use" and an LCC version of the "Incident Command System"
 - HAZMAT training was provided to vocational program employees; a safety training will also follow.
 - Modifications to laboratory practices are being made to comply with safety regulations follow two comprehensive DOSH consultations.
 - A light audit was completed this month with work orders submitted for lights around campus found to not be working properly. These audits will continue on a regular basis.
 - Two new hires joined the LCC security team in January: Samantha Wirfs and Jason Sanders. Both are catching on quickly and doing well.

Athletics

- Despite challenging winter weather, the Story Field infield project is near completion and the LCC Baseball team has begun to play on the field in preparation for the 2017 season. The crews from Premiere Athletic Fields and Coast to Coast Turf have been a joy to work with and the LCC Campus Services personnel have also been very receptive to making sure the project was done right. The first game on the new Story Field will be Saturday February 18th.
- The LCC women's basketball team spent a week at the top of the NWAC rankings and are currently at #4. The LCC men's team is also a serious contender as they are ranked #2 in the latest poll.
- The LCC Volleyball team was honored with a special party and banner unveiling ceremony during the LCC home basketball games on Saturday, January 21st.
- The LCC Foundation, the LCC Promotions Department and LCC Athletics have been working hard in preparation for the LCC Athletics Hall of Fame Banquet on Friday February 17th.
- LCC teams have signed many of the Northwest's brightest student athletes during the National Letter of Intent period. You can find a list of our newly signed student athletes on the NWAC 2017-2018 Letters of Intent webpage.

Enterprise Services

Fitness Center

- The FREE Fitness Day is on February 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 February 4th, and will take place every Saturday in February.
- Memberships went up by 13 since fall. Below is all out of pocket purchases for memberships since fall 2015 (Staff/Faculty+ their quests, and retired staff/faculty).
 - Fall 2015 - 49
 - Winter 2016 - 80
 - Spring 2016 - 115
 - Summer 2016 - 110
 - Fall 2016 - 117
 - Winter 2017 As of 1/31/17 - 130

- Total students that have been activated this quarter to use the gym are 339, not counting athletes who only come in during their workouts.

Bookstore

- The student ID printer will be moving over to the bookstore starting this summer. Students will be able to get IDs printed anytime during normal bookstore hours of operation.

Food Services

- We are asking staff, faculty, and students for ideas of items they would like to see in the cafe. Offerings we've made based on suggestions have been a huge hit so we will continue to seek feedback and suggestions. If there are any items or dishes you would like to see in the cafe, please reach out to Cliff Hicks or Melissa Falter and we will try to incorporate it into our menu.

Campus Services

Maintenance/Custodial/Grounds/Print Shop

- The steam heating control valve was replaced in AAR to help regulate the building temperature.
- The baseball field benches were repaired in time for the beginning of the season.
- The ceramics program acquired a new electric kiln which was installed in the Main building. The old kiln was removed and the new electric one is up and running thanks to Jeremy who installed new electrical wire and new conduit.
- A vendor came to train maintenance staff on the new VOC air compressor which is currently in service. Staff are trained and ready to confront any issues that may arise.
- Both autoclaves were installed in HSB 303. One is up and running and the other is still pending a new electrical connection.
- The duct detectors in the AAR and LIB buildings were cleaned following the fire horn malfunction. This should fix the issue, but maintenance staff will continue to monitor the system.

Finance Office

- Auditors from the State Auditor's Office finished the FY2015 Financial Statement Audit on December 19th.
- The exit conference has not been scheduled however we have been notified by the SAO that they will be reporting a finding regarding misclassification errors in the financial statement document. These errors were corrected in the College's final financial statements.



OPERATIONS COUNCIL REPORT

2016 – 2017

INSTRUCTION

February 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

- A second cohort of students started in the Diesel Commercial Driver's License (CDL) course on January 9th with completion scheduled for early March. Courses include elements of the Diesel, Heavy Equipment program and prepare students to obtain their CDL. A \$150,000 Workforce Development Funds grant allowed for course development and equipment purchases. Two students from the first cohort successfully obtained their CDL in December.
- Nine individuals obtained Traffic Flagger Certification with the Department of Transportation through the 8 hour course offered in January by Corporate & Continuing Education.
- Corporate & Continuing Education, in collaboration with Admissions Testing, is testing candidates throughout January and February for positions with Cowlitz County, NORPAC, Armstrong World Industries, Solenis, and Longview School District. Each employer uses a different grouping of the ACT WorkKeys assessments, as well as IBM clerical and computer exams.
- Worker Retraining: Workforce staff will present information regarding LCC's professional-technical and workforce programs on February 9th to employees affected by the upcoming closure of Macy's department store. In partnership with WorkSource and other agencies, this rapid response event will help potential students connect with unemployment insurance, basic food, and other benefits, as well as help orient them to the admissions and financial aid processes at LCC.
- Additional community and campus outreach has included the promotion of the ReBoot NW grant, which is targeted towards dislocated workers retraining for a career in manufacturing or information technology. The grant provides support services and funding for participants and is scheduled to end in December 2017.
- Basic Food, Employment & Training (BFET): As part of an ongoing monthly series to connect BFET and WorkFirst students to community resources, Red Canoe Credit Union presented on the topic of building credit. The workshop provided resources on establishing and repairing credit. Community resources for additional financial literacy topics were also provided to students.
- Career & Employment Services: Staff are currently planning two career events for LCC students. The Career Options in Healthcare event will consist of a panel of experts speaking on career opportunities and

pathways on February 14th. Additionally, LCC is collaborating with WorkSource and Goodwill to plan the Career & Networking Fair scheduled for April 18th.

- **Career & Employment Services:** Staff have partnered with WorkSource, Goodwill, and Longview Work Release on a newly formed work release work group. The group will focus on helping people who are released into our service district find educational and work opportunities in an effort to reduce recidivism. Steven Chapman, Career Specialist will participate on the Data Committee tasked with identifying and tracking outcomes.

Core Theme II: Transfer & Academic Preparation

- English 106 is being taught for the first quarter. It is a 2 credit class that pairs with Northwest Voices in a way similar to the humanities class paired with Community Conversations.
- Faculty from the Language and Literature department are updating ENGL 110 Industrial Communications and have created a new precollege course specifically for the ENGL 110 population.
- Business faculty have developed a new course which contextualizes principles from the First Year Seminar in the concepts, skills, and abilities unique to their meta-major.
- Math department faculty, with support from First Year Seminar faculty leaders, are developing a support course designed to assist precollege math students who must be disenrolled from Math 079, 089, or 099. In addition to teaching academic and life skills, this course will help preserve their financial aid standing.
- Transitional Studies started a HS21+ Credit Option pilot for the SBCTC in fall 2016, whereby HS21+ students are able to generate Student Achievement points by earning high school credits rather than through CASAS testing gains. Fifty-two students are enrolled in this non-standardized test option.
- As part of a 2-year Data for Program Improvement project with the SBCTC, Transitional Studies restructured HS21+ online learning classes into hybrid model classes. Comparing fall 2015 to fall 2016, student participation increased by 10% and feedback regarding the new system has been positive from both students and staff.
- Transitional Studies staff called 223 people who were registered for fall quarter but not re-enrolled in winter. Students contacted returned to enroll at LCC in January.
- 119 students were enrolled in ABE I-BEST fall quarter. 41 full-time students were on the Honors lists and an additional 22 students earned honors level GPAs of 3.25 or higher, for a total of 53% of I-BEST students earning honors level GPAs.
- To date, winter quarter I-BEST enrollment is at 108, -8.5% from winter 2016. More students are expected to enroll for winter.
- Transitional Studies staff Theresa Stalick, Jill Yates and Alé Sanchez attended the statewide Guiding Students to Success: I-BEST & Transitional Studies Pathway Navigation Conference sponsored by the State Board on January 18th at South Seattle College - Georgetown. It was the first statewide event for navigation related to I-BEST, IELCE, Transitional studies, and Precollege to discuss critical job functions and identify emerging and best practices. Yates and Sanchez joined a statewide Navigator Cadre established at the conference to develop and deliver ongoing professional development.
- Transitional Studies Department participated on the Hispanic Health and Wellness Fair at St. Rose de Viterbo Church on January 29th. During this event, attended by approximately 200 people, Program Coordinator, Alé Sanchez, connected with members of the Spanish speaking population in the local community and introduced them to career and growth opportunities for themselves and their families.

Core Theme III: Student Access, Support & Completion

- Nursing 223 and 261 students participated in the Hispanic Health fair at St. Rose on January 29th. NURS 223 gave flu shots and screening for diabetes while NURS 261 focused on teaching children dental care and animal safety. SNO (Student Nurse Organization) purchased 50 vaccines for the occasion. Leftover vaccines will be donated to the free clinic.
- SNO is raising funds for Community House this quarter as well as collecting items for the Head Start closet.
- Nursing instructor, Annette Ward, organized “Dinner with a Doctor”. A lifestyle physician spoke on weight management followed by a panel discussion and healthy meal.
- The Nursing Commission approved a Professional Vocational Relationships course which will be offered through Continuing Education, delivered online, and taught by Annette Ward, nursing faculty. The 15 hour course content is required for nursing students in a Registered Nurse program who wish to become licensed as a Practical Nurse while completing the nursing degree. LCC is the second institution in Washington to offer this course; WSU Continuing Education has the only other approved course. Previously, LCC nursing students earned a Practical Nurse Certificate on the way to completion of the nursing degree, but this was no longer an option with the adoption of the new Associate in Nursing degree.
- Armando Herbelin took a group of five students and one community member to the Portland ACS Section meeting and toured Lacamas Laboratories in Portland on Jan 18th.
- Biodegradable bags are coming to the Learning Commons for check out items. They will make checkout more convenient for patrons, help protect books and electronics from the elements, and advertise Learning Resources.
- Tutors have had 194 appointments with students so far this quarter.
- Tutoring, eLearning, and Library have answered 642 questions from students, staff, and faculty.
- Heidi Carmody is working with Eddie Smith and reaching out to students on Academic Early Warning. She has reached out to 19 students who having missing assignments and/or low assignment scores.
- As part of efforts to serve DREAMer students on campus, a cross functional taskforce has been formed. Current efforts are focused on establishing points of contact for students for admissions, advising, financial aid, and other support services, as well as outlining how DREAMer students navigate these college resources. Once internal roles and processes are defined, outreach to high school and college students will be promoted via print, web, and recruiting events. Professional development opportunities for staff and faculty serving DREAMer students is also in the works.
- The music and drama departments are currently creating brochures to advertise the separate programs and scholarship auditions coming up in March. Gina Challed will be taking the choir and brochures to local high schools to advertise the auditions and recruit.
- Rhonda Meyers completed a certificate in Accessibility 101: The Basics of Inclusive Design. This 3-week course offered by SBCTC enables educators to review and improve their online courses.

Core Theme IV: Institutional Excellence

- Tod Marshall, poet laureate for Washington State, gave a workshop on January 25th as part of Northwest Voices.
- Northwest Voices has partnered with the LCC Bookstore to reserve shelf space featuring the works of regional authors who present at Northwest Voices.
- Janell Haynes-Hughes is directing the upcoming performance of *The Vagina Monologues* (performance February 4). Also from Language & Literature, Nicole DiGerlando, Hiedi Bauer, and Mavourneen Rister will be giving monologues.

- Hiedi Bauer's poem "Hillary Dreams an Unclothing" and narrative nonfiction "Another Brick" were accepted for publication in *The Community College Moment*.
- In addition to their daily rehearsals, the cast of *The Last Night of Ballyhoo* has been meeting with dialect coach James Eikrem to perfect their Atlanta accents and with Dean Melinda Harbaugh for a "crash course" in Southern manners and culture. Next up for the cast: a movie night to see *Gone with the Wind*. The blockbuster movie's 3 day premiere in 1939 Atlanta is a key event in the play.
- Troy Farnam is diligently working to prepare the library's raw data to fit seamlessly with the new Alma/Primo computer system that goes live in August. This new system will integrate easily with PeopleSoft.

Topics of Interest

Recognition / Personnel

- Corporate & Continuing Education's winter 2017 STEAM outreach workshop was held on January 21st. Students learned fundamental programming concepts to create animation for storytelling using Alice, a 3D programming environment. Twenty students attended and four LCC college student helpers guided the groups. The final VR creations can be viewed at tinyurl.com/LCCSTEM2. The event was led by Armando Herbelin and funding was provided by the Laboratory Science Institute.
- Thirty-two faculty, staff and community members participated in the National Behavioral Council's Mental Health First Aid certification class in the LCC Heritage Room. Hahli Clark and Heidi Hamer, certified MHFA instructors, taught the class. The 8 hour class provides individuals with tools to recognize and best method of assisting individuals experiencing a mental or behavioral health crisis.

Upcoming Events

- **February 1**, 10 am - 11 am, Workforce Resources Information Session, Admissions Building - Career Center Lab (ADC 120)
- **February 1**, 3 pm - 4 pm, Listening Skills, Career Center Lab, Admissions Building - Career Center Lab (ADC 120)
- **February 1**, 3 pm - 5 pm, Clubs, Organizations and Co-Curricular Groups Social, Student Center Conference Rooms (STC 120ABC)
- **February 2**, 6 pm - 7:30 pm, Plant-Based Healthy Cooking Class with Dr. Bob Ellis, Student Center Conference Rooms (STC 120AB)
- **February 3**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)
- **February 3**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
- **February 3**, 7 pm - 9:30 pm, National Theatre Live Presents: *No Man's Land* / Encore, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, RCA 123)
- **February 6**, 1 pm - 2 pm, Introduction to Entrepreneurship I & II, Admissions Building - Career Center Lab (ADC 120)
- **February 7**, 3 pm - 4 pm, Veterans Alliance Meeting, Student Center Diversity & Equity Room (STC 201)
- **February 8**, 3 pm - 4 pm, Workforce Resources Information Session, Admissions Building - Career Center Lab (ADC 120)
- **February 9**, 8 am - 11 am, New Year, New Leader: Becoming an Effective Leader, Student Center Conference Rooms (STC 120AB)
- **February 9**, 3 pm - 4 pm, Degree & Career Planning with Brian Sharp, Admissions Building - Career Center Lab (ADC 120)

-
- **February 9**, 6 pm - 7:30 pm, Plant-Based Healthy Cooking Class with Dr. Bob Ellis, Student Center - ASLCC Clubs & Org Room (STC 216)
 - **February 9**, 6 pm - 9 pm, ASLCC Family Cultural Night, Student Center Lobby, Conference Rooms, and Cafeteria (STC 101, 113, 120ABC, 122)
 - **February 10**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)
 - **February 10**, 1 pm - 2 pm, Working with Difficult People, Admissions Building - Career Center Lab (ADC 120)
 - **February 10**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
 - **February 11**, 7 pm - 9 pm, Southwest Washington Symphony: Saturday Concert, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)
 - **February 12**, 11 am - 1:30 pm, Atomi Host Family Welcome Reception, Student Center Cafeteria (STC 122)
 - **February 12**, 3 pm - 5 pm, Southwest Washington Symphony Concert and Reception, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)
 - **February 13**, 1 pm - 3 pm, Free Blood Pressure Screening offered by the Student Nurses Organization (SNO), Student Center Lobby (STC 101)
 - **February 13**, 1 pm - 2 pm, 60 Seconds of YOU! with Jenny Smith, Admissions Building - Career Center Lab (ADC 120)
 - **February 14**, 11 am - 1 pm, Free Blood Pressure Screening offered by the Student Nurses Organization (SNO), Student Center Lobby (STC 101)
 - **February 14**, 11 am - 1 pm, Student Government Executive Council Meeting, Student Center - ASLCC Clubs & Org Room (STC 216)
 - **February 14**, 12 pm - 2 pm, Career Options in Healthcare, Student Center Conference Rooms (STC 120ABC)
 - **February 14**, 3 pm - 5 pm, Tobacco Cessation Classes, Health & Science Building - Room 235
 - **February 15**, 9 am - 11 am, Free Blood Pressure Screening offered by the Student Nurses Organization (SNO), Student Center Lobby (STC 101)
 - **February 15**, 10 am - 11 am, Workforce Resources Information Session, Admissions Building - Career Center Lab (ADC 120)
 - **February 15**, 3 pm - 5 pm, Tobacco Cessation Classes, Health & Science Building - Room 235
 - **February 16**, 7 am - 10 am, Business Best Practices: Cash Flow Detective for Small Businesses, Administration Building - Heritage Room (ADM 100)
 - **February 16**, 8 am - 11 am, New Year, New Leader: Becoming an Effective Leader, Student Center Conference Rooms (STC 120AB)
 - **February 16**, 1 pm - 3 pm, Free Blood Pressure Screening offered by the Student Nurses Organization (SNO), Student Center Lobby (STC 101)
 - **February 16**, 4:45 pm - 8:30 pm, Annual High School Welding Competition, Physical Science Building - Room 102
 - **February 17**, 10 am - 12 pm, Free Blood Pressure Screening offered by the Student Nurses Organization (SNO), Student Center Lobby (STC 101)
 - **February 17**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)
 - **February 17**, 1 pm - 2 pm, Volunteer! with Heather Wooldridge, Admissions Building - Career Center Lab (ADC 120)
 - **February 17**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
 - **February 20**, Campus Closed, Holiday: President's Day
 - **February 21**, 2 pm - 3:30 pm, Conflict Management Workshop, Main Building - Founders Room (MAN 119)

- **February 21-24** SEMI Foundation High Tech U, 6 p.m. Family Night, Heritage Room; 8 a.m. to 4 p.m. Feb. 22, Millennium Bulk Terminals; Feb. 23rd, Heritage Room; Feb. 24th, Cowlitz PUD.
- **February 21**, 3 pm - 4 pm, Ethics in the Workplace with Heather Wooldridge, Admissions Building - Career Center Lab (ADC 120)
- **February 21**, 3 pm - 5 pm, Tobacco Cessation Classes, Health & Science Building - Room 235
- **February 21**, 3 pm - 4 pm, Veterans Alliance Meeting, Student Center Diversity & Equity Room (STC 201)
- **February 22**, 3 pm - 4 pm, Emotional Intelligence with Heather Wooldridge, Admissions Building - Career Center Lab (ADC 120)
- **February 23**, 8 am - 11 am, New Year, New Leader: Becoming an Effective Leader, Student Center Conference Rooms (STC 120AB)
- **February 24**, 10 am - 1 pm, Winter Transfer Fair, Student Center Lobby (STC 113)
- **February 24**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)
- **February 24**, 1 pm - 2 pm, Positive Self-Talk, Admissions Building - Career Center Lab (ADC 120)
- **February 24**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
- **February 24-25**, 7:30 pm - 10 pm, Center Stage Theatre presents *The Last Night of Ballyhoo*, Rose Center for the Arts - Center Stage Theatre (RCA 131)
- **February 26**, 2 pm - 4:30 pm, Center Stage Theatre presents *The Last Night of Ballyhoo*, Rose Center for the Arts - Center Stage Theatre (RCA 131)
- **February 27**, 1 pm - 2 pm, Networking! with Jenny Smith, Admissions Building - Career Center Lab (ADC 120)
- **February 28**, 11 am - 1 pm, Student Government Executive Council Meeting, Student Center - ASLCC Clubs & Org Room (STC 216)
- **February 28**, 3 pm - 5 pm, Tobacco Cessation Classes, Health & Science Building - Room 235
- **February 28**, 7:30 pm - 8:30 pm, Opera Concert: An Evening of Art Song, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)

Auxiliary Program

Head Start

Community Assessment: Head Start is currently working on this year's community assessment. It will be available to share in February.

Extension and Duration Grant: Head Start is moving forward on the implementation plan for converting three classrooms to full day. There will be two classrooms in Kelso and one in Longview. A modular unit will be purchased to place on Kelso School District property. The opening is scheduled for fall of 2017.

United Way Grant: United Way Grant was submitted on January 17th to assist with the Positive Behavior Support Program. The presentation is scheduled for February 22nd.

Head Start/ECEAP Calendar: Head Start and ECEAP school calendars are being modified to accommodate for the closures due to weather. Head Start requires the LCC program to offer 128 days of service while ECEAP requires 320 hours of early childhood education. All of the built in "snow" days have been used and additional days of service must be added.

Head Start Self-Assessment: The annual Head Start Self-Assessment is currently underway. Evaluation of our current effectiveness and progress in meeting program goals and objectives in implementing state and federal standards is planned. Completion is scheduled for February 24th with a written action plan.



Sue Orchard, Vice President for Student Success

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

February 2017

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- 117 Running Start students have applied for graduation; 107 on track to complete after spring quarter and 10 to complete with summer completion. Of these 117, 111 are AA-DTA seeking and 6 are working towards a specialized degree program. Nine RS students were on Academic Early Warning. All students have been contacted and have caught up or have dropped the class. 20 RS students have applied for a high school diploma upon completion of their degree.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Disability Support Services proctored 178 exams in fall 2016 compared to 125 exams in fall 2015. With enrollment down and similar number of DSS students as last year, this notable increase shows that more students are utilizing this accommodation. DSS attributes this to multiple mid-quarter outreach efforts to newly approved students.
- All 22 students that participated in Disability Support Services academic coaching program in fall 2016 have persisted to winter 2017 and are using accommodations.
- Disability Support Services has begun conducting new faculty orientations. The orientations review DSS processes and procedures that are pertinent to faculty.
- Outreach & Enrollment is working with the service district high schools by offering application workshops and winter FAFSA nights.
- Roxana Ahmadifard, Director of Student Programs, worked with Sarah Griffith to develop a Student Government Canvas course to educate the campus about Student Government; who they are and what they do to promote their events.
- Roxana Ahmadifard held a CCOC Advisor Training on Tuesday, January 10, 2017. She discussed the service and activity (S & A) budget planning process and timeline for the 2017-18 budget, marketing/event promotion and the new Student Government Canvas course, and the importance of meeting quarterly to keep each other informed.
- Roxana Ahmadifard is working with Student Government on remodeling the first floor of the Student Center. This project would be fully funded by the student body using S & A reserve funds and would entail new flooring and furniture in the cafeteria and kitchen, new paint as needed, new drapes and possibly an open informational office space. This project proposal will be developed during spring to be brought forward for Board approval.

- Paz Clearwater, Assistant Director of Student Programs has been working very hard on event promotion by keeping the website and Canvas course updated as well as adding additional context and details about Student Government events.
- Paz Clearwater has accepted the position of Phi Theta Kappa advisor. The opportunity to be a Phi Theta Kappa member is now available to eligible LCC students. Two students have already taken advantage of this opportunity and become members. Paz will be meeting with a Washington-based PTK officer in the next few weeks to discuss the various levels of PTK involvement, the opportunities available to our campus and ideas for moving forward and establishing the club.
- Running Start Book Fund - \$4,239.63 was spent on books for 32 students. There were 38 applicants but 6 did not meet the GPA requirement.
- Lupe Rodriguez and Kami Collette will host 4 Running Start information sessions at LCC this year. The dates and times are as follows:
Thursday, March 16: 4-5, and 6-7 (two sessions that day), Tuesday, March 21: 6-7
Tuesday, March 28: 6-7
- Running Start is still waiting on confirmation from Woodland High school on when to hold an info session on their campus.
- There are 411 Running Start students enrolled for winter quarter. 12 students returned to high school due to low performance and wanting the high school experience.
- Multicultural Club is working on developing "Cultural Awareness" flyers which are intended to educate and inspire inquiry within the student body. Contact John Killian for more information.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Marisa Geier, Financial Aid Director, provided commentary to the President of the CTC Financial Aid Council and the State Board for Community and Technical Colleges regarding proposed HB 1057 which would require financial aid offices to provide annual notification to students about Direct Loan and Private loan amounts borrowed, students' interest rate, and monthly payment amount and pay off amounts which vary depending on whether payments are made. Annual reporting of institutional compliance is also a requirement.

Concerns about HB 1057 include work load and resource limitations to comply with the mandate.

TOPICS OF INTEREST

STUDENT ACTIVITIES/ATHLETICS

- MLK Day – Student Government made four “I Have a Dream” Boards and placed them around campus for students to write down their dream for the future.
- ASLCC Fitness Challenge – There are 27 students signed up to participate in the ASLCC Fitness Challenge. There are two focus groups led by a trained coach, weight loss and strength training. Students will meet with their fitness coach twice a week for a total of six weeks. There will be prizes given to participants for meeting certain benchmarks at the end of the challenge. The fitness coaches will determine the winners.
- Intercollegiate Black Light Dodgeball – Centralia took the trophy! The Trailblazers were the winners of the tournament hosted at LCC. The competitors were LCC, Grays Harbor and South Puget Sound. ASLCC received a lot of positive feedback from students and staff and plan to make this a yearly event.
- Basketball Spirit Night – On January 25, the LCC women’s and men’s basketball teams hosted Centralia College and Student Government hosted an event-filled evening to get the crowd riled up! *White Out* was the theme! The first 100 fans that entered the building received a white Red Devil t-shirt designed by Student Government. Pizza and door prizes were provided compliments of Student Government. *Dev the Devil* pumped the crowd and tossed out prizes throughout the games. The grand prize winner of the half time shoot-out competition received a TV or gaming system.
- Family Cultural Night will be held in the Student Center on Thursday, February 9th from 6-8 pm. Student Government will be celebrating culture from Australia, Thailand, Greece, Hawaii and Japan. The evening will consist of cultural displays, activities, food and entertainment. This event is open to the public.
- Meditation – Available on Tuesday’s at noon in the STC 2nd floor conference room, sponsored by the Multicultural Club.
- International Festival - Planning meetings have begun. This year’s festival will be held on June 3rd.
- February 2 @ 11 ASLCC Budget Meeting in Clubs and Orgs
- February 9th @ 6 pm Family Cultural Night in the Student Center
- February 10th @ 2 pm Documentary hosted by MCC in the Diversity Equity Center (DEC)
- February 13-24 Running Start Priority Registration
- March 1 Around the World event hosted by MCC
- March 10th @ 2 pm Documentary in the DEC
- March 16, 21, 28 Running Start Information Sessions (more info above)
- April 6-8 Annual Students of Color Conference in Yakima, WA
- April 14th @ 2 pm Documentary in the DEC

UPCOMING EVENTS AND IMPORTANT DATES

- February 15 60% point of quarter
- February 19 Academic early warning ends – Sunday @ 8:00 pm
- February 20 Priority application deadline for spring 2017 financial aid
- February 21 Spring 2017 admissions deadline for degree seeking students
- February 24 Last day to withdraw from winter 2017 classes
- February 24 Spring 2017 priority registration begins for veterans and their dependents
- February 24 Cascade Middle School 7th graders tour ≈200 students expected
- February 27 Spring 2017 priority registration begins for returning winter students
- February 27 SW Washington Knowledge Bowl ≈200 high school students expected
- March 6 Spring 2017 open registration begins
- March 10 Last day of winter classes

MEETING CANCELED

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**

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Corporate Partnerships & Training is partnering with WorkSource to deliver Certified Production Technician training on campus to community members and students. The training will begin in February and run through mid-April. Recruitment started this month with multiple info sessions being held at WorkSource on Mondays at 1:30 or in the Career Center at LCC the 1st and 3rd Tuesday of the month at 2:00. Participants will leave training with the National Career Readiness Certificate and the CPT credential through the Manufacturing Skills Standards Council. This is a \$22K project.
- Hahli Clark and Heidi Hamer delivered an 8-hour training for Mental Health First Aid for Higher Education to 32 LCC Staff and students January 20, 2017. This training will be offered again March 20.
- Corporate Partnerships & Training is partnering with Country Financial to deliver College Funding: Investing in Your Child's Future on campus. These activities will be free to the community and will assist families in planning to fund their own or their child(ren)'s higher education.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION**CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION****CORE THEME IV: INSTITUTIONAL EXCELLENCE**

- Human Resources welcomed and oriented all new part-time employees. HR staff continue to work on Diversity & Equity Committee initiatives including launching the LCC Diversity & Equity Canvas Course for all faculty and staff this quarter. In addition to the Diversity & Equity, a cybersecurity awareness course is offered to faculty and staff this quarter as well. Human Resources provided information and guidance to staff for the inclement weather closures and reporting procedures.
- Red Devil Wellness is offering a Plant-based Healthy Cooking Class series in partnership with Kaiser Permanente on Thursday evenings. Through hands-on demonstration and brief lecture, participants learn what plant-based cooking is and how it positively impacts your health! Red Devil Wellness also offered another installment in the "Teach Me What To Do" series. This is an interactive workshop designed to give working parents a chance to talk about their frustrations, concerns, insight, & success of being working parents. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be of interest to faculty, staff, and students.

- **Foundation:**

- The Lower Columbia College Foundation 2016 Report to the Community was mailed out to 6,400 mailboxes in our community on Feb. 1st. The Foundation and College Relations staff worked for many weeks pulling together this years' report and we are proud of how it turned out – we hope you are too!
- This years' annual direct appeal to a select list of donors was sent the first week of December and included information about the Student Success Fund. The annual appeal this year raised \$16,400 versus \$2,260 in 2014.
- The annual scholarship solicitation was mailed to 52 annual scholarship donors in January in preparation for the 2017-18 scholarship season. LCC students and prospective students fill out one online application that automatically matches them to multiple scholarships. Scholarship workshops are being offered on campus and in local high schools to assist students complete the application process. The scholarship applications period is between February 1st and April 16th 2017. Scholarship awarding will take place in June. Additional scholarship information can be found on the LCC website.
- At the January Executive Meeting, a naming opportunity was approved. The family of Henry Lennstrom dedicated the Stone Circle seating area outside the LCC Admissions building. The plaque was installed in June of 2016.
- We received \$23,050 in gifts this month including a \$10,000 gift from Dan & Sharon Evans for Student Success, a \$2,500 in kind donation from Ray's Motors for our Automotive Department, and a \$1,000 gift from the Longview Junior Service League for an annual scholarship.
- The Foundation continues our work on our annual financial audit.

- **International Program**

- **ctcLink Update –**