

OPERATIONS COUNCIL
MINUTES
March 13, 2017
Heritage Room



Attending: Jason Arrowsmith, Chris Bailey, Marie Boisvert, Hahli Clark, Kat Cooper, Brendan Glaser, Wendy Hall, Richard Hamilton, Kyle Hammon, Eli Hayes, Cliff Hicks, Sue Orchard, Brandon Ray, Janel Skreen, Kendra Sprague, Kelley West, Nolan Wheeler, and recorder Linda Clark

President Chris Bailey called the meeting to order. There were no updates on the goals.

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

Draft Strategic Initiatives and Annual Priorities

President Bailey explained that in 2011-12, Cabinet began working to better align the Board's Outcomes, Accreditation Core Themes, Strategic Initiatives, and Annual Priorities. The process began by changing the Board's Outcomes to the same Core Themes as used for accreditation. The Board develops the Mission, Vision, and Values, which drives our core themes. From the core themes, come strategic initiatives, and from the strategic initiatives, our annual priorities are developed. The Monitoring Report Review Teams also meet to analyze data, which is shared with the Board, and is also used in development of the annual priorities. The annual priorities and strategic initiatives will be finalized at the July Board workshop.

Chris asked that the Operations Council members review the strategic initiatives to ensure that they properly link then core themes and annual priorities. Return comments to Wendy, Linda, or Chris.

Budget Forecast

Nolan Wheeler presented next year's budget forecast. He explained that the new allocation model—which looks at a 3 year rolling enrollment average—would amount to \$569 for LCC; however, he anticipates that this amount is at risk since the majority of the schools are under enrolled. His estimate is that we will see \$200,000 - \$300,000 less in the final allocation model which will be determined at the WACTC President's meeting March 23-24.

Budget Forecast as of 3/13/17:

Total Revenue: \$22.8MM

Total Expense. \$22.8MM

Emergency Preparedness

Nolan explained that the emergency notification system will be tested on March 21st during spring break.

3. UPCOMING and/or RECURRING TOPICS

- ✓ Emergency Preparedness – Monthly topic

4. ROUND TABLE DISCUSSION

Dani Trimble

- She is working to finalize all grant applications in the Workforce area.
- Two monitoring visits are scheduled next week from the SBCTC for program audits.

Kelley West

- Auditors will be back in the Finance Office next week due to lost days from the snow

Hahli Clark

- The CDL program has 100% passage rate, and the next session is already full.
- The Healthy Living Collaborative is holding an equity training in April

Janel

- Finished all Dept. of Ecology reporting for 2016

Jason

- We are now fully staffed in security.

Kyle Hammon

- Watching low enrolled classes; 16 new student orientations scheduled in the next week

Eli Hayes

- The State Board has talked Ciber into Web Ex courses for First Link schools and the Wave One schools can listen, but not participate.

Kendra Sprague

- Reminder that summer schedule will be in effect June 19 - Sept. 1
- Reminder of the importance of background checks for p/t and student workers
- The Foundation Scholarship application window ends April 16th. Over \$300,000 in scholarships will be awarded.
- Foundation Grants will be available this year worth \$50,000.
- TDN is again partnering with the Foundation for the Student Success Fund, kicking off this Sunday for 6 weeks. Goal this year is \$40,000.
- The Foundation just completed a successful audit.

Brandon Ray

- IT staff have been working hard. In April, Google applications will be going live. Need to update all email addresses.
- A new help desk database should go live in April so users can track status.

Brendan

- We are considering a BAS in early childhood education, but it is in the exploration stage at this time should anyone ask.
- Instruction is working on several enrollment initiatives, including expanding Fine Arts and Drama offerings, as well as expansion of online classes.

- New Head Start regulations that mandate longer classes will impact our Head Start facilities as we can no longer offer morning and afternoon classes.
- Planning and assessment days are March 29-30. There will be other campus activities that will also impact the day.

Chris

- We are exploring several different strategic enrollment management issues. Essentially, we will be looking at several issues, such as analyzing data, trends, infrastructure, costs, etc. to prioritize enrollment management. Hoping to grow our enrollment versus cutting back due to lack of funding. We are in the input and exploration phase at this time.

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

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

- The Professional/Technical Graduate Follow-Up Survey is currently underway.
- Corporate Partnerships & Training delivered a full-day Myers-Briggs for Work Teams to Cowlitz County Health and Human Services. 32 participants received training on leadership, personality preferences, communication, and problem solving.
- Hahli Clark delivered Fundamentals of Supervision to new supervisors at O-I Kalama as a part of a JSP grant awarded in October. Participants learned about communication, recognizing motivators, and leading a team through change. Heidi Hamer and Hahli Clark delivered the first four trainings in the LCC Leadership Series to 19 participants representing four local companies. Attendees are going through a 6 week program that uses the Myers-Briggs assessment to identify personality preferences, build communication tools, problem solving, stress busters, building teams, and leadership advantage.
- Corporate Partnerships & Training has received a grant from The National Council of Behavior Health to provide 10 free trainings of Mental Health First Aid to SW Washington and the surrounding region. The grant will focus on community health and education and will run from March 1 – December 31, 2017.
- Hahli Clark participated in the 40 for 20/20 event this month representing LCC and the Entrepreneurship group. Reporting out that partnerships in the community continue to grow and provide support to those looking to start or grow their business locally.
- Corporate Partnerships & Training hosted the first Career Success Program networking lunch that provided an opportunity to CSP students to meet with local employers to inquire about local jobs, the application process, and furthering their education. Next lunch is in March and students will be meeting with HR professionals to review and update resumes.
- The CCE team delivered High Tech U to 32 students in partnership with SEMI Foundation, Kinder Morgan, Laboratory Sciences Institute, Millennium Bulk Terminals, Cowlitz PUD, Gibbs & Olson and five local school districts. Participants engaged in hands-on STEM education and activities delivered by industry professionals. Special thanks to Brian Sharp, Julie Curley, Steven Boyer, and David Rosi who volunteered their time as instructors during the LCC hosted day and to the Fork & Flame staff who provided a very yummy lunch.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Over the last ten years, the proportion of students receiving a 2.0 or better in their pre-college math course increased approximately 10%, to over 70%. The proportion of students withdrawing from pre-college math decreased from over 12% to less than 5%. The increase in student success in this area is attributed to curriculum reform undertaken by math faculty.

CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- 2017 All Washington Academic Team members **Andrew Jaspers** and **Raul Arellano** will be honored at a ceremony in Olympia on March 23.
 - When Andrew Jaspers enrolled at LCC he was contemplating a degree in political science. He soon discovered that he excelled in STEM courses, and was recognized as the Outstanding Student in both Math and Physics in 2016. He completed his AA-DTA last year and is on track to graduate with a degree in mechanical engineering this spring. He has been accepted at WSU-V, where he hopes to pursue a BS in engineering.
 - Raul Arellano is passionate about helping others. He has received Congressional recognition for logging over 1900 hours of community service, and plans to pursue a career in medicine one day. Originally from California, Raul moved to the area in 2011 and graduated from Toutle Lake High School in 2016. He will receive his AA-DTA in June 2016 and hopes to attend the University of Washington and major in biology.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Human Resources welcomed and oriented all new part-time employees. The Title IX Team provided a small-setting training for faculty in the Nursing, Allied Health & Education, and Social Sciences & Humanities departments. HR sponsored a “Conflict Management” Workshop led by our very own Faculty, Michael Strayer. Over 40 staff and faculty (and we had a waiting list) learned about their conflict management styles and how to use different techniques in a variety of settings. TIAA-CREF provided one-on-one retirement counseling sessions for staff and faculty. Our TIAA-CREF rep also did a short group presentation to provide an overview on how employees can better prepare themselves for retirement. The LCC Diversity & Equity Canvas course for all faculty and staff is being offered this quarter in addition to a cybersecurity awareness course.
- Red Devil Wellness offered a Plant-based Healthy Cooking Class series in partnership with Corporate & Continuing Education on Thursday evenings this month. Through hands-on demonstration and brief lecture, Dr. Ellis, an Oncologist from Kaiser, taught participants what plant-based cooking is and how it positively impacts your health! Instead of a fun run/walk for winter quarter, RDW decided to do a free fitness center day to encourage new students, faculty, & staff to check out the fitness center and also have current members try out classes they were interested in. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be of interest to faculty, staff, and students.
- **ctcLink news:**
 - Wave 1 colleges continue to be mostly on hold with the ctcLink process, as project staff as busy with remediation of FirstLink schools. Work is ongoing, however, with developing a number of required business process maps. The required maps all relate to processes that will change with the implementation of PeopleSoft. It is becoming increasingly clear that in order for the statewide project to be successful, more processes and procedures will need to be standardized.

-
- **Foundation:**
 - Scholarship workshops are being offered on campus and in local high schools to assist students complete the application process. The scholarship applications period closes April 16, 2017. Scholarship awarding will take place in June. Additional scholarship information can be found on the LCC website. Scholarship workshops have been successfully held at Kelso, Rainier and Mark Morris High Schools serving 32 potential new students. Additional workshops have been scheduled for Wahkiakum, Woodland, Toutle, and a second request at Kelso.
 - We received \$54,369 in gifts this month including a \$10,000 Biella grant from South Seattle College Foundation for Student Success, a \$6,000 gift from the Untouchables Car Club for 2017-18 scholarship awards, and a \$3,000 gift from Carol Carlson for Athletic Excellence.
 - The Foundation sponsored Athletic Excellence – Hall of Fame induction banquet was held February 17th in the Myklebust gymnasium. Over 170 people attended the event where we honored 4 new inductees into the Athletics Hall of Fame: Bill Stoller, Mickey Brusco, Mike McNeilly, & Carol Carlson. The event started with a VIP reception and included a student athlete speaker, Devin Johnson, and raffle items. A wonderful evening was had by all.
 - The Foundation 2016 financial audit has been successfully completed.
 - **Accreditation update:**
 - The LCC Strategic Plan needs to be updated in preparation for the fall 2018 accreditation report and visit. Based on input collected from members of the college's five Monitoring Report Review Teams, a set of draft strategic initiatives were reviewed by the LCC Board during their February retreat. The next step in the process is campus review. Target date for finalization of the new plan is the July 2017 Board retreat.
 - A number of individuals around campus have been hard at work updating Standards One and Two, previously submitted to the NWCCU during the Year Three/Mid-Cycle Evaluation. The standards are being edited for new information as well as length, since the Year Seven Report is not supposed to exceed 50 pages and needs to focus primarily on assessment of student learning outcomes.
 - The Instructional Assessment Committee has been reviewing results of two faculty queries conducted during in-service week 2016 regarding 1) the global skills assessment process and 2) the curriculum and program review process. While some adjustments are being made to the process itself as a result of the feedback, the most significant need is for greater participation by the faculty (both in terms of artifact submission for the summer institute, and in data collection and analysis for the curriculum and program review process).
 - **International Program**
 - The political climate of the US has created a perception (and it seems reality) of limited visa issuance for F-1 visas overseas. Our partners are stating that students are choosing not to apply for their visas, are being denied at much higher rates, or are starting to avoid applying to the US altogether and instead are looking at Australia and the UK. Even at a projected modest 10% visa issuance rate for those who interview, we would normally be able to reasonably expect about 8 students.
 - Winter: 21 admitted students; 3 enrolled (Nepal, China, Libya)

- For spring, we have 128 admitted students as of 3/7/17; 80 of these have paid their I-901 Fee; 0 visas have been issued
 - For summer, we have 5 admitted students as of 3/7/17; 1 has paid I-901 fee; 0 visas have been issued
 - We will be meeting with our partner schools in China in April. At this time we will sign an MOU with a school in Qingdao, which will create a faculty exchange and 3+2+2 program.
 - We have reached out to the US Dept. of Commerce to participate in their Golden Key program to introduce us to opportunities to work with agents and partner with schools in Vietnam.
 - The Atomi visit went very well. A program evaluator / chaperone joined the students this year. She was very satisfied with the program and they are interested in recommitting to the program for another 5 years. We are negotiating a similar 2-week program in August with our sister school in Changzhou, CTITC.
 - Orientation is planned for this quarter. We have partnered with ASLCC to have a welcome party for the international students during the first week of school.\
 - Student advising is complete for the most part. Business is holding group advising and feedback sessions for the international students, which was very positive and seems to be a good model to work from.
 - We are working on a program that will pair international students with on-campus jobs when they arrive. This will work as a recruitment tool, a retention tool, and a way for international students to have more integration with domestic students and staff and the benefits that come from more cross-cultural interactions.
 - We are starting a monthly shuttle service to Portland. Many of our students have expressed boredom and also an inability to get foods from their home country. We are hoping that this will help address this need.
 - We have mapped out a student activity calendar, where IP hosts 2 big events a year, and once a month we host a pre-event get together followed by attending an already-existing campus event together.
 - The director attended a housing meeting put on by the state board in Feb. It emphasized the importance to have a “master plan for housing” and some of the challenges and opportunities that present themselves when providing student housing.
- New Hires
 - Alyssa Mayclin Lead Cashier/Fiscal Tech Lead
 - Kristine Langley Area Manager (Head Start)
 - Michele StrozykArea Manager (Head Start)



OPERATIONS COUNCIL REPORT

2016 – 2017

INSTRUCTION

March 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
Theresa Stalick, Director of Basic Education for Adults

Core Theme I: Workforce & Economic Development

- “New Year, New Leaders: Becoming an Effective Leader”, the Winter Quarter Leadership Series hosted by Corporate & Continuing Education has seventeen participants including employees from Cowlitz PUD, Steelscape, Cowlitz County, and the City of Longview. The series explores personality differences; how preferences influence response to conflict; how different personalities work on a team; and teaches how to handle stress and leverage natural strengths.
- Corporate & Continuing Education delivered industry certifications in February for Traffic Control Flagger for five individuals; Nurse Delegation and Nurse Delegation Diabetes for six Certified Nursing Assistants from Community Home Health and Hospice; and CPR/First Aid/Bloodborne pathogens for 24 City of Longview employees.
- Lang & Lit has developed a new pathway course supporting professional/technical programs: English 087 (a precollege English course that will feed into English 110: Industrial Communications) has been designed, submitted to Curriculum Committee, and approved.
- In response to the upcoming Macy’s store closure in Kelso, Career Education and Workforce Programs staff attended a rapid response event in collaboration with WorkSource. At the event, information on available programs and services for dislocated workers, including Worker Retraining and other workforce programs at LCC was shared.
- Career & Employment Services: The Career Options in Healthcare event was held on February 14th. The event focused on providing students with information on healthcare careers outside of nursing and medical assisting. Panelists included representatives from Kaiser Permanente, Prestige Healthcare, and LCC. Brian Mack provided an overview of career opportunities for students interested in EMT and Paramedics, while Jarad Miller shared information of careers in exercise science. The informative panel was filmed by KLTV and will be made available on the LCC Career Services webpage.

Core Theme II: Transfer & Academic Preparation

- For heart month (February), the NURS 203 students and medical assisting students screened for hypertension in the student center. They distributed information about health promotion/disease

prevention. Annette Ward spoke on the effects of exercise on the brain for Community Conversations, February 23rd.

- Katrina Fuller, Rhonda Meyers, Lucas Myers, and Carole Kepler attended the Northwest Biosciences Consortium (NWBC) workshop: Implementation of Vision and Change in the Introductory Biology Curriculum. The workshop was held at Willamette University in Salem, Oregon Feb 10th and 11th. Emphasis was on developing curriculum modules which promote scientific literacy and scientific habits of mind among non-science majors.
- So far this winter (2/18/2017) Learning Commons Reference staff have offered 31 orientations to 556 students.
- Faculty Librarian Lindsay Keevy edited and produced the first quarterly Learning Commons newsletter using Lucidpress. The newsletter, geared toward faculty, features eLearning, Tutoring, and Library services and resources of interest to faculty. A digital PDF was emailed and one page, color, print copies were placed in mailboxes.
https://drive.google.com/file/d/oBz_BOYFQznf2VIVITFgI THo4YUE/view
- Basic Education for Adults Director, Theresa Stalick, attended winter quarter Council for Basic Skills at Olympic College in Bremerton on February 2nd and 3rd. Key topics included I-BEST & IELCE, Ability to Benefit, Innovations in Pathways, and One Stops. The Equity and Inclusion Taskforce, on which LCC is represented, delivered a timely and insightful presentation to the group.
- Theresa Stalick attended the winter convening of the Center of Excellence for Careers in Education “Leadership Training for Workforce Deans (a.k.a., Dean’s Academy) in Bremerton, Washington on February 7th and 8th. Presentations included Workforce Grants with Brandon Rogers, Institutional Finance with Choi Halliday and Workforce and Economic Development with Ron Langrell and Al Griswold.
- The Transitional Studies department is increasing their involvement with local one-stop partners. Transitions Coordinator, Alejandra Sanchez, is acting as Co-Facilitator for the Getting Ahead workshops at the Lower Columbia Community Action Program (CAP). Workshops will run from February 14th until April 20th, 2017.

Core Theme III: Student Access, Support & Completion

- Alternative Education Resources information went out to all faculty so that they could advise their students about classes with less expensive textbooks. As a result, 5 more sections were added to the AER list, and there are now 73 class sections using AER.
- The Improvisational Theater Acting Class and members of Act One Drama Club recently went to see a performance of The Brody Improvisational Theater Group in Portland.
- The library added 100 leisure reading paperbacks to its collection with funds provided by ASLCC. The new books include bestsellers, movie tie-ins, genre fiction, and other popular titles that are geared toward encouraging students to read. The paperbacks are currently being processed by library staff and will be available for student checkout at the beginning of spring quarter.
- Tutors have provided 600 tutoring appointments. Fifty-nine of the appointments have been cancelled this quarter due to snow days.
- Tutoring, eLearning, and library staff have answered 1,141 questions so far this quarter.
- Workforce & Career Services, TRIO, Veterans Services, and Disability Support Services have partnered to create an overview of support services available to students that is presented to the COLL 101/102 class sections. Part of this presentation includes a tour of each department and a ‘meet and greet’ with the staff to introduce students to services available to them. The goal is to incorporate this experience into the COLL 101/102 curriculum each quarter.
- During the month of February, BFET staff offered several events to support and engage students. Through a partnership with the LCC Early Learning Center, a presentation for BFET student parents on health and nutrition was held on February 15th. Laura Sampson, the BFET/ELC Childcare

Specialist, provided an overview of children’s nutrition as well as tools to encourage healthy eating habits in children. Interactive group work allowed student parents the opportunity to build a supportive community and receive help with their parenting challenges.

- BFET staff also partnered with the Early Learning Center to host the quarterly Family Night, which focused on social and emotional development of infants and toddlers. In addition to a family dinner, educational resources and activities were provided for BFET student parents and their families.

Core Theme IV: Institutional Excellence

- The Learning Commons will do a physical inventory over spring break of all items located in the library. A full inventory has not been done since 1997 and records indicate that there are almost 26,000 items. This inventory will give an accurate reckoning of all items and a monetary value of the collection.
- Artwork from the integrative studies course The Rebel Pen (taught by Amber Lemiere and Michael Kohlmeier) was featured in The Daily News.
- Northwest Voices hosted poet laureate Tod Marshall at a robustly attended writing workshop.
- Northwest Voices hosted regional author Monica Drake on the 28th of February for a free creative writing workshop.
- The Vagina Monologues, directed by Janelle Haynes-Hughes (J), and featuring many instructors and staff from LCC, was a robust success.
- Portland science fiction author Ken Lizzi has agreed to be part of Nano Con, which has expanded to two days.
- The Science Fiction Film Fest, a red carpet event, will be held at the Rose Center. There have been over 900 submissions from more than 100 countries.
- Hiedi Bauer has had two poems and one piece of narrative nonfiction accepted for publication from The Community College Moment.
- The Salal Review Facebook page has a record number of “likes” and The Salal has received over 150 artistic pieces for consideration for publication. These pieces represent a greater variety of media than previously seen.
- Lucas Myers presented at Community Conversations: “Sports, an Inclusive Pedagogy”.
- Elena Ross presented at Community Conversations: “Youth Sports: Pros and Cons”.
- Art Gallery – current exhibit: Artist, Diana Fairbanks has an exhibit of paintings in the art gallery located in the Rose Center for the Arts through March 9th. Her paintings are based on rivers in Washington State.
- Center Stage Theater - current production: *The Last Night of Ballyhoo* by Alfred Uhry in the Center Stage Theater through March 4th. Uhry’s Tony Award winning play stands alongside his Pulitzer Prize winning hit, *Driving Miss Daisy*, as a touching story of tolerance and identity.
- Library paraprofessional Louise Choate submitted the annual, mandatory ACRL (Association of College & Resource Libraries) survey. The survey reports statistics in the following categories: Staffing Types, FTEs and Expenses; Expenses (excluding staff); Library Collections; Library Services; Interlibrary Loan Services; Student Enrollment; and 2016 Staffing Trends for the 2015-16 fiscal year. The information submitted in this survey was collected with the help of library staff and staff members in other departments on campus.

Topics of Interest

Recognition / Personnel

- Corporate & Continuing Education hosted the 2017 SEMI High Tech U February 21st through the 24th. Thirty middle and high school students participated. The event included a day at Millennium Bulk

Terminals with activities presented by Millennium employees, including career pathways exploration, Chemistry Matters, Engineering Build Challenge and Nanotechnology. Day 2 was hosted at LCC and included Creative Computer Coding with David Rosi and Critical Thinking - Solar Challenge with Brendan Glaser. The students also took a tour at ALS, formerly Columbia Analytical. Day 3 was at the Cowlitz PUD and included interview techniques and mock interviews, Gates & Human Calculator led by Julie Curley and Brian Sharp, and Statapult led by Rich Gushman of Gibbs & Oison engineering firm. Kelso High School student Michael Richardson was nominated by his peers as the student that most exemplified High Tech U desired behaviors - team player, interest in STEM careers, and positive attitude - and was awarded a \$1,000 college scholarship. SEMI High Tech U was sponsored by grants from the Weyerhaeuser Foundation, Kinder Morgan Foundation, Millennium Bulk Terminals, and Laboratory Science Institute.

- Corporate & Continuing Education has been awarded a grant to deliver Mental Health First Aid training to employees of Providence St. Joseph Health. The initial award is for \$5,000 with additional funds allocated for each session. The period of the grant is March 1st through December 31st, 2017.

Auxiliary Program Head Start

United Way Presentation: Staff gave a presentation to United Way on February 22nd to support a \$35,000 grant request. The grant would assist with the Behavioral Support Program aiding children and families. Funds to conduct a parent process group providing an 8 week parenting class for parents are also part of the request.

Strategic Plan: The process of updating the program's 5 year strategic plan is underway. New standards were released in September 2016 and updated goals have aligned well. New verbiage will be added to meet current standards and the department will add a new goal of aligning policies and procedures with the new standards.

Annual Report for 2015-16 has been completed and will be available on the LCC Head Start website for community and staff to review.

Parents and staff took to the capitol on February 8th for Rally Day. Parents were able to talk with legislators on the importance of ECEAP and how the program has impacted their families.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

Sue Orchard, Vice President for Student Success

Aaron McNabb & Jennifer Houge, 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



March 2017

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRiO Student Support Services took a group of students to visit The Evergreen State College for their Preview Day. A group of students also took a trip to visit Western Oregon University.
- Niki Walker is working with a group of TRiO students on academic probation through the PASS "Positive Academic Student Success" course to help ensure their success in future quarters.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Outreach & Enrollment staff collaborated with Basic Skills staff to represent LCC at the annual Hispanic Health & Wellness Fair at St. Rose which had over 100 people in attendance.
- Outreach & Enrollment staff is currently collaborating with Career Center and Foundation staff to do application, scholarship, and/or career workshops at Rainier HS, Kelso, Mark Morris/RAL, Wahkiakum, Woodland, and Castle Rock.
- Seventeen Castle Rock seniors recently toured LCC and all applied online using an LCC computer lab.
- Betty Hayes and Marie Wise are currently working to revamp the Enrollment web pages to make them easier to navigate and more intuitive. Betty is also working with Marketing to publish a new LCC brochure.
- Math Boot Camps to help student save time and money by improving math placement results are scheduled for Wednesday, March 1 from 5-8 and again on March 13-14 from 9 to noon. Students may enroll for these free session by calling the Admissions Testing office at 360 442-2353 or by going online to <http://lowercolumbia.edu/math-boot-camp>. Math Boot Camps are designed for students who need to refresh their basic math skills before enrolling for math classes.
- Running Start is continuing to use the REMIND app to send out notification of upcoming Running Start deadlines, scheduling, and answering questions. Current running start students are registering now for spring quarter classes and graduation applications are being evaluated for spring completion. Spring quarter book fund applications were due March 3, 2017. Student who are eligible will be notified by March 24th. Students who are currently were awarded will be returning books during finals week and will not have to reapply if they meet running start GPA requirements.

- Fall 2017 running start information sessions have been scheduled and posted:
 - [Thursday, March 16, 4 pm](#) and 6 pm
 - [Tuesday, March 21, 6 pm](#) -
 - [Tuesday, March 28, 6 pm](#) -
 - [Thursday, March 30, 6 pm \(Woodland High School\)](#) -
 - Thursday, April 13, 6 pm
- Mary Kate Marthaller from Disability Support Services gave a presentation to special education teachers in the Castle Rock school district on March 1. Differences between K-12 and college accommodations were reviewed along with crucial strategies to prepare students to transition to higher education.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Multicultural Club has recovered from the loss of 4 students in leadership positions after fall quarter- two withdrew from classes and intend to return in the spring, and two had to step down from their positions due to academic requirements becoming more than they had anticipated. The club voted to change its meeting time from Wednesdays to Friday morning from 9-11am, so that the international students could also attend. This is the first of several attempts to integrate the international students into student life, and student activities on campus. The club will continue to work on ways to provide meetings, trips, and activities to include international students.
- Student Activities Assistant Director, Paz Clearwater, and Multicultural Services adviser, John Killian, have teamed up to begin discussing an on-campus speaker series accessing the Humanities Washington organization. Their goal is to develop a brown-bag lunch and learn style series that will focus on engaging students, faculty, and staff in an interesting, entertaining, and even humorous way. Hopefully participants will learn to examine their own cultural lenses as well as their own biases, micro-aggressions, and approaches to diversity of race, sex, class, gender, and religion.
- Planning is underway to implement a new federal mandate in relation to Gainful Employment disclosure templates. The SBCTC may be exploring global solutions for all 34 CTC's in our system (one solution for PeopleSoft schools and one for those using the Legacy system). Additional information will be shared out via the Admission and Registration Council list serve later in the week. In the Gainful Employment Electronic Announcement #103-Release of the 2017 GE Disclosure Template, the new requirements are outlined, including information about the requirements of distributing to prospective students intending to enroll in GE programs:

Distribution of GE Disclosure Template

- *Unlike in previous years, the 2017 GE Disclosure Template must be distributed to prospective students as a separate document before the student signs an enrollment agreement, completes registration, or makes any financial commitment to the institution. The disclosure template may be provided by hand-delivering it (individually or as part of a group presentation) to prospective students; or by sending it to the primary email address used by the institution for communicating with that student, ensuring that the disclosure template is the only substantive content in the email. If the hand-delivery method is used, written confirmation of receipt must be obtained from the*

-
- prospective student. Likewise, if email delivery is utilized, the institution must receive electronic or other written acknowledgement that the email was received by the prospective student. If the institution receives a response that the email could not be delivered, the disclosure template must be sent using a different address or method of delivery. In all cases, the institution must maintain a record of its efforts to provide the disclosure template.*
- *Now that the 2017 GE Disclosure Template is available, institutions must begin complying with these new disclosure distribution requirements no later than the April 3, 2017, deadline established for posting the new template.*

TOPICS OF INTEREST

ENROLLMENT

- State FTE for winter quarter is 2131, compared to 2237 on the same date last year (-4.7%). Running Start currently has 409 students enrolled for Winter 2017.

RECOGNITION/PERSONNEL

- Chad Meadors, Director of Advising & Testing and Women's Basketball Coach, was honored at the February 28 Student Services Council meeting on for coaching his women's team to his 200th win on February 18. Since that amazing milestone, Chad's team has won the remaining three regular season games, clinching the regional championship with a 13/1 record. This is Chad's third year to be #1 coach in the West division. The Lady Devils will be participating in the 2017 NWAC Women's Basketball Championship *Sweet 16* on Saturday, March 11 at Everett. If successful, they will move on to the *Elite 8* on March 12 and the *Final 4* on March 18. The Championship game is scheduled for 2:30 on Sunday, March 19. *Go Devils!*

STUDENT ACTIVITIES/ATHLETICS

- Approximately 200 7th grade students from Cascade Middle School participated in the February 24 campus tour.
- Approximately 200 high school students participated in the February 27 Southwest Washington Knowledge Bowl on campus.
- ASLCC held a Co-Curricular, Organizations, and Clubs social on February 1st. This was a chance for students, advisor, and faculty involved in the various CCOCs to meet and discussion upcoming events and opportunities for collaboration.
- The annual ASLCC Family Cultural Night was Thursday, February 9th. An estimated 100 students, faculty, staff, and community members gathered to learn about the cultures of Thailand, Greece, Hawaii, Australia, and Japan. Highlights of the evening included Hawaiian music and dancing lessons and Greek storytelling through pottery and painting.
- Student Government is currently going through the budget process for Student & Athletics funds. The budget proposal will be voted on during the next ASLCC Executive Council Meeting and then sent to the Board of Trustees for approval in May.
- *Hall of Honors* nominations are now open for 2017. The submission form can be found online.
- Paz Clearwater recently conducted an info session for prospective members of Phi Theta Kappa. Approximately 35 students attend this session. The renewed Phi Theta Kappa chapter now has

30 active members. The first official meeting was held on February 23rd and the chapter chose to appoint provisional officers to guide the chapter through the first couple months of activity until official elections can be held.

- ASLCC Winter Quarter *Relaxation Day* will be held on Friday, March 10th in the Student Center. This event will feature licensed massage therapists and snacks so students may relax before finals.
- Multicultural Club has several events planned for the rest of the 2016-17 school year:
 - March 4th State Capital tour with farmers market and museum trip
 - March 10th Documentary in the DEC 2-5PM
 - April 6-8th Students of Color Conference Yakima
 - April 14th Documentary in the DEC 2-5PM
 - May 6th Lelooska Living History Performance and Dinner
 - June 3rd 27th Annual International Festival

UPCOMING EVENTS AND IMPORTANT DATES

- March 10 Winter classes ended
- March 13 Last day for administrative holds for spring 2017
- March 14 – 16 Final Exams
- March 15 Federal application deadline for priority on annual FAFSA
- March 20 Grades due by 2:00 p.m.
- March 21 Grades available on-line
- March 24 Last day for spring students to be added to a waitlist
- March 24 TRiO SSS dinner and dance performance field trip to Portland
- March 28 Tuition Due for spring 2017
- March 28-30 TRiO SS "spring break tour" to CWU, EWU, WSU, and Gonzaga
- April 3 Spring classes begin
- April 5 On-line registration ends
- April 5 Last day to be enrolled from a waitlist
- April 6 Instructor permission required to enroll
- April 7 100% refund cutoff
- April 10 Academic Early Warning begins

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

March 2017

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Capital Projects

Main Remodel Project

- Bids for the project were advertised this week for Phase 1.
- Drawings were submitted to the City for permitting.

Head Start Modular Classrooms

- Per new Head Start regulations to increase part-time classroom operations to full-time, Head Start was awarded a grant to purchase a 5000 square foot modular classroom. LCC and our Head Start administrators are working with Kelso School District to determine the building placement at Barnes Elementary.

Gymnasium/Fitness Center 2nd Floor Construction

- The renovation is well underway and on schedule for occupancy by July 2017.

Information Technology Services

- Relocated four critical servers to HSB where they will benefit from the backup generator in an emergency power outage situation.
- Resolved some critical errors on core network equipment, re-establishing reliable and redundant network services.
- Troubleshoot and resolved a memory problem that impacted the performance of all virtual servers.
- Troubleshoot the Advisor Data Portal application and reduced the time it takes to sync data with the state servers from 3+ hours to less than 5 minutes.

Emergency Preparedness

- 20 Evac+Chairs were installed at the top of every flight of stairs on campus. In the event of a building evacuation, these chairs will be available to ensure injured or disabled persons can evacuate the

building from the upper floors. Training has been provided to the Security team and building EBC's will be trained as well.

- All current users of campus security cameras have read and acknowledged the Code of Conduct for Operators.

Safety & Security

- One more new hire joined the LCC security team in February: John Newport. John is an excellent addition to our team.
- The new Standard Operation Manual for security has been completed and put into use.
- Emergency Building Coordinator's initial meet and greet is scheduled for 04/26/17.
- The security team will be completing an anti-bias training, provided by Sue Orchard on March 31st, 2017.
- An audit was conducted to ensure that all electrical panels on campus have adequate clearance according to code.
- A Lockout-Tagout Training and kit was provided to LCC's Welding Faculty on 02.21.17, all other vocational programs will complete a similar training in March 2017.
- LCC's Dangerous Waste Report was completed for 2016. We shipped 1,696 pounds of dangerous waste.
- New Zee Medical first aid kits were installed in the Don Talley Automotive Shop and the Machine and Welding Shops. These will be added to the campus maps online.
- Student conduct cases have increased in February and several are under review by our Student Conduct Officer.

Athletics

- Both the women's and men's basketball team are at the NWAC tournament this week.
- Mother Nature has impacted the schedules for softball and baseball.

Enterprise Services

Fitness Center

- The Fitness Center is losing 3 student workers to graduation this quarter. Devin is leaving on scholarship for basketball at Hawaii Hilo, and Andrew and Catharine have both been accepted into bachelors programs at Central Washington.
- February WEE climb was another success with 11 kids completing the program, and this month another round of 12 are currently enrolled.

Bookstore

- Book buyback is March 13th-17th. Spring books will be available online and in-store starting March 10th. Please consider the bookstore for all office purchases. We can get you a great deal, and we would prefer to keep the business on campus.

Food Services

- Food services made a profit for the second consecutive month. Thank you to all of the staff and faculty who have given us feedback over the past couple of months. We appreciate your insight and are looking forward to making more changes heading into summer time. Same as with the bookstore, please contact us for any catering needs first, but if we can't accommodate you or meet your price point, please feel free to shop around. We want to keep this business on campus and can work with you to make sure it fits your budget.

Campus Services

Maintenance/Custodial/Grounds/Print Shop

- 259 work orders were generated in the month of February, of which, 162 were completed. A total of 216 work orders (including those generated prior to February 1st) were completed in February.
- A new kiln was installed in the clay lab in Main. Installation involved some additional electrical maneuvering, but the kiln is fully operational and the program is very pleased with the outcome.
- A new table was built for the dug-out on the baseball field for Eddie Smith. This table is used to keep track of statistics during game play and came just in time for the start of the season. Go Red Devils!
- New eyewash stations were installed in the clay lab in Main as well as in the ADC custodial closet. These were deemed necessary due to the potential for clay dust to irritate the eye during class/practice and ensure custodians are safe while mixing cleaning chemicals.
- David Moenck has taken over supervising the day-to-day operation of the Grounds crew. He is transitioning smoothly, learning quickly, and eager for more! David spent a considerable amount of time on the baseball field this month, getting it ready for its first home games beginning March 4th. It looks clean and tidy and ready for some great games this season!
- Firstly, welcome back Jim Woodruff! We are all happy and grateful to see him return following his leave.
- Custodial completed a big re-set and cleaning following the Hall of Fame event in the Gym. This task proved to be much harder than usual due to the loss of several part-time custodians. We hope to remedy this issue with the hire of 3 additional part-timers in March.
- Kaylyn Smith has been auditing everyone's keys so keep an eye out for her on campus! The goal is to audit/verify the keys assigned to each person or department and then transfer all information into the Locksmith Module in Megamation. Megamation is a great database system that we already use for Facilities, Inventory, etc. Having this information in Megamation will help streamline the key request/return process.
- Minel continues to work in the print shop as he takes on his new role in Central Services (see below). He is training and supervising the two new part-time people who are learning quickly and the print shop maintained its impeccable production and delivery schedule this month (again!) despite the restructuring.
- The Print Shop has signed the lease for a new high-production color copier to take the place of the current copier (whose lease is expiring). We expect this copier to better handle the increasing volume of textbook orders that are being printed on campus.
- Minel continues to discover the ins and outs of Jack's former position. This includes copier repair, counts, and invoicing, surplus equipment procedures, incoming and outgoing mail, FilePro database

management, and beyond. In addition to all of the above, Minel is currently training and supervising the two new part-time mail processing assistants along with working in the print shop. Minel is learning rapidly despite the large workload and we look forward to witnessing his continued success!

- Minel plans to further his knowledge of Surplus material by working with state surplus employees up in Tumwater. This specialized training will prove to be invaluable during this transition.

Finance Office

- We have fully implemented the LEAN project of coding the Purchase Requisitions (PRs) in preparation for ctcLink. The finance office has had a request to post cheat sheets on LCC website and we will have this completed before the end of March. We would like to thank the campus community for their cooperation as we recognize change can be difficult.
- Although ctcLink has slowed we continue to work towards preparation by setting up ACH capability with the bank, completing the new chart of accounts, and cleaning up current financial data so it converts into PeopleSoft as efficiently as possible.
- We are working on preparing the FY 2016 Financial Statements and plan to have the SAO team audit both FY 2016 and FY 2017 Financial Statements in November of 2017. We will then be on track to have each Financial Statement audited within 9 months of the end of that fiscal year.