

**OPERATIONS COUNCIL**  
**MINUTES**  
**April 10, 2017**  
**Heritage Room**



Attending: Jason Arrowsmith, Kat Cooper, Marisa Geier, Wendy Hall, Richard Hamilton, Kyle Hammon, Melinda Harbaugh, Betty Hayes, Eli Hayes, Cliff Hicks, Chad Meadors, Sue Orchard, Brandon Ray, Kirc Roland, Nichole Seroshek, Janel Skreen, Kendra Sprague, Kelley West, Nolan Wheeler, and recorder Linda Clark

Vice President Sue Orchard called the meeting to order. There were no updates on the following 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**

Water Testing

Nolan Wheeler summarized results of recent EPA testing of approximately 36 water fixtures on campus—complete results were sent out last week via email. We took immediate action by taking fixtures offline that tested above 15 ppb. We also took additional fixtures offline that were under the 15 ppb but high enough that we wanted to retest them. Physical Science Building fixtures tested high. Our assumption is that with the occupancy of the new H & S building, the Physical Science fixtures are used less frequently allowing for water to sit in the lines for longer periods of time. The City of Longview expects that all water from their system will test at 2 ppb. Retesting will be done later this week, and results should be available in approximately 2 weeks. We are very close to having all fixtures on campus tested within the past couple of years.

Budget Update

Nolan Wheeler explained that he received updated information on the state allocation, and has had an opportunity to see the House budget, which is reflective of our draft projection; however, the Senate version is not favorable to LCC. He (and the SBCTC) are anticipating a long Legislative session to finalize a budget for the coming year.

Enrollment Management –

Sue Orchard provided an update on the various enrollment management meetings that are being held throughout campus in efforts to attract and retain students. Some of the work is exploring advising to assure streamlined, impactful advising. Another component of advising is using more of a guided pathways model to help students decide on a career direction as they are on-boarding.

Melinda Harbaugh explained that one of the enrollment pods she is involved in is looking at online learning. For many years now, the trend has been toward more online courses, and we expect that to continue. At LCC, the online courses are the first ones to fill up, so we are strategically adding

additional courses as needed. Overtime, she feels that many students will want to complete degrees online and only come to campus for necessary services.

Melinda also reported that we're looking at ways to grow FTE in the Fine Arts area since we have such a great facility in the Rose Center.

Chad Meadors said Advising and Testing will be applying for a Foundation grant for CLEP testing for our bilingual students.

### Emergency Preparedness

Nolan recapped the emergency notification testing that was done during spring break. The digital clock and speakers worked well, but the phone and computer messaging did not work. IT is researching remedies for the identified problem areas. Also, the door security system we currently use is obsolete, so the emergency management team are researching new systems.

### **3. UPCOMING and/or RECURRING TOPICS**

- ✓ May 8 – Commencement Discussion

### **4. ROUND TABLE DISCUSSION**

Brandon Ray

- The IT help desk has been rolled out and people are starting to use it.

Melinda Harbaugh

- During winter quarter, there were 32,000 visits to the Learning Commons.
- Our Library databases were searched over 145,000 times during winter quarter, not including the new databases.
- 93% of students who took advantage of supplemental instruction tutoring for Chemistry received a grade of C or higher.

Richard Hamilton

- Main building bid opening this Thursday.

Marisa Geier

- Trouble is brewing at the IRS. The data retrieval tool is down until September, which students use to upload their IRS information for financial aid. If someone didn't file taxes, the Financial Aid Office now has to prove that they did not file, but the IRS form that students need to verify filing status can only be done via postal mail, which takes weeks.

Eli Hayes

- Wendy Hall sent out an email earlier today that Ciber (the ctcLink vendor) has declared bankruptcy. The SBCTC issued a statement that they do have a plan and have been working on contingencies for this. Nothing changes for LCC at this time related to ctcLink preparation.
- The sessions that we are doing for the business process work are still scheduled. The President's will assess after the first round to see if the sessions should continue.

Kirc Roland

- He is very proud to announce that the overall winter GPA for LCC athletes is 3.16, with six student athletes receiving a 4.0.
- Our teams' successes has also been tremendous on the field/court.

Kendra Sprague

- The May 13 home baseball game has been identified as a major alumni event. Over 6500 invitations have been mailed to LCC alums.
- The outdoor pavilion will soon be named the Anderson Family Pavilion.
- With the budget somewhat unknown, HR may issue exempt contracts at the current salaries and retro, if needed, any increase that is provided for in the budget.
- HR is moving to Neo Gov.--an online application program. We will begin using it in May and anticipate full implementation by fall quarter. This will, of course, include training for interview committees.
- Reappointment letters for part-time will be sent in the next month, so please respond if you anticipate continued employment for your part-time hourly workers.

**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

April 2017

#### CORE THEME IV: INSTITUTIONAL EXCELLENCE

##### Capital Projects

###### Main Remodel Project

- We will open bids for Phase 1 of the Main Remodel Project which includes construction of the west side addition, installation of the new elevator, and the majority of the exterior work on Thursday, April 13th. There have been numerous delays in the design phase of this project and we are excited to see construction begin.

###### Head Start Modular Classrooms

- Head Start was awarded a federal 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 2<sup>nd</sup> Floor Construction

- This project is nearing completion. The punch-list walk through is scheduled for next week along with the generator delivery and installation. Carpet will be installed later in the month. Furniture is being ordered and will be installed once it arrives on campus.

##### Information Technology Services

- IT Services participated in a test of the emergency notification system with the Longview School District.
- IT Services setup Zoom video conferencing accounts for various employees to collaborate with others throughout the state
- Outside wireless access points were installed to provide network access between buildings.
- IT Services tested a new Service Desk database that allows customers to track individual cases and solutions.
- IT Services updated servers on the network to improve security and performance.

##### Emergency Preparedness

- A test of the Emergency Notification System occurred during spring break. All of the clocks/reader boards responded appropriately although there are a few items that we need to remedy such as the volume of the message, including an alarm sound prior to the message, and programming the

strobe lights to better grab your attention. Additionally, the message didn't broadcast over the phone system as expected. This is a priority project and we will continue to configure and test the system until it works as expected.

- Our alarm/monitoring system (installed around 16 years ago) is failing and needs to be replaced/modernized. We will be looking at replacement options and pricing these options over the next few weeks.
- The security camera system is working great and was utilized this week to capture a picture of a suspect in a campus theft.

### **Safety & Security**

- The security team participated in a Fire Alarm "Size Up" training presented by Brian Mack. This training enhances the ability of the security team to properly respond to fire alarms on campus and gather the specific information that will be needed by any arriving fire department personnel.
- A new SOP for handling lost and found items is nearly complete. After a few minor edits, it will be incorporated into the SOP manual.
- Security Team participated in the first test of the Emergency Notification System. All of the clocks/reader boards responded appropriately although there are a few items that still need to be worked out.
- Recruitment of EBCs has commenced. Many of the staff/faculty contacted regarding becoming an EBC have been enthusiastic about the opportunity.
- A questionnaire was created for Security Team members to use in the event contact is made after hours with persons who have an urgent need to get in touch with school administration. This questionnaire will be used to uniformly gather as much pertinent information as possible to provide with the administrator whom is contacted.
- All campus dangerous waste was shipped off site for disposal on 03.30.17.
- EH&S is in the process of creating a new webpage for state drivers, along with a new Van Driver Safety Training on CANVAS.
- EH&S has been working to re-certify the chemical fume hoods in HSB for the 2017 year.

### **Enterprise Services**

#### **Fitness Center**

- Jarad and his fitness center staff are doing a great job. Staff and faculty memberships are twice as high as we anticipated and the number continues to grow. If you haven't been to the gym to check out the equipment and the fitness center itself, please go take a look. Jarad and his staff will be happy to show you around. Quarterly memberships are only \$50 and an annual membership is only \$150, which equates to only \$12.50 per month. Even if you don't want to work out, swing by and try a healthy shake from the shake bar!

#### **Bookstore**

- AER savings are now well over \$725,000 since September of 2015. Our original goal was to save students \$100,000 a year and we expected to hit the \$1,000,000 in savings by 2025, but it looks like we will hit that number this upcoming winter quarter! Thank you to Minel and Dan in the print shop for all of their hard work as well as Andrea Gillespy and the AER committee, and of course the faculty for researching and finding resources that have saved the students so much money. The feedback from the students has been overwhelmingly positive.

#### **Food Services**

- Melissa Falter has taken on more responsibility in Food Services and is doing a fantastic job. She brings a positive attitude and a terrific work ethic to the position and we are very happy to have her.

If you see her in the cafe, please congratulate her! Micah Higgins is now a part-time barista and she has been an excellent addition to the team as well.

- We are going to have an International Food Week in May, showcasing a variety of foods from all over the world. Students and staff can send their recipes to Cliff Hicks or Melissa Falter. We will also showcase the winning soup from the March Healthy Soup Cook-off competition.
- We are ramping up our healthy food selection and many of these items will be grab and go, so please feel free to check in regularly to see what new items we are carrying.

## **Campus Services**

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

- 298 work orders were generated in the month of March, of which 139 were completed. A total of 215 work orders (including those generated prior to March 1st) were completed in March.
- A large new playground was installed at the HFL building (Early Learning Center) along with a new sandbox. This playground was purchased to replace the natural playground that was removed last year. The staff and youngsters report that it is working out well and they are very pleased with the results!
- Two new speed humps were installed by the International Center. These humps will help calm traffic coming into the parking lot and make the travel between building safer for employees, students, and visitors.
- Staff began the process of pressure washing the bleachers at Story Field to remove slippery debris which we will continue to monitor for both safety and aesthetic reasons. The concrete floor of Story Field's concession stand was cleaned and painted this month in preparation for its use this spring. It looks great and is ready for action!
- The fire windows & roll up doors were safety tested by DTS this month. Everything is functional and working properly.
- The electrical panel testing and labeling of Vocational was completed. All panels now have laminated cards detailing which switch is tied to which breaker. This is a safety requirement and our electrician will now continue doing the same at Don Talley.
- David Moenck has taken over supervising the day-to-day operation of the Grounds crew. He is transitioning smoothly. 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!
- Four new part-time employees started this month. Lyda Setzer is now working part time and we are planning on hiring one full-time position to replace her. This position will be a Custodian 1.
- 90% of the paper towels and paper towel dispensers have been changed out on campus. Head Start facilities are the only locations that will remain using the older Enmotion paper towels & dispensers.
- 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. This change 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. He is training and supervising the two new part-time people. 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.
- A new mail machine was installed in the mail room and is now up and running. Pitney Bowes was phasing out our older model and would no longer be supporting the repairs it needed. This machine is considerably more advanced and the staff received training on its use, and it's working beautifully.

## **Athletics**

- Both Red Devil Baseball and Softball teams are off to great starts this Spring, although Mother Nature appears intent on continually disrupting the season.
- The new athletic bus arrived a few weeks ago, and still has that “new car smell”. We’re very pleased to be able to offer safer transportation to our student athletes and they like the new features on the bus.
- The entire Athletics Department, including coaches, will be gathering soon to discuss ways to help fundraise for the Athletics Excellence fund. Without added resources, there will not be enough funds available to support athletic student scholarships.



# OPERATIONS COUNCIL REPORT

## 2016 – 2017

### INSTRUCTION

April 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

- Corporate and Continuing Education hosted a Lean for Office and Administrative Processes for LCC staff Thursday, March 2nd, on the LCC campus. Lean for Office and Administrative Processes is a one-day seminar introducing Lean concepts, tools, and practices for office settings. Twenty-two LCC staff learned to define lean; differentiate between value added and non-value added activities; identify waste; identify common Lean tools; and begin to apply Lean thinking to Administrative Processes. The seminar was conducted by Impact Washington project managers/consultants Michael Schmich and Kristin Kautz.
- Corporate and Continuing Education provided several workforce development opportunities in March: Traffic Flagger Certification March 16th with 22 individuals completing certification; Traffic Flagger Re-Certification March 3rd with 9 individuals completing; Mental Health First Aid March 20th with 20 participants trained and certified; and a CPR/First Aid/Bloodborne Pathogens contract class for the City of Longview with 24 city employees obtaining certifications.
- Four individuals successfully obtained their Commercial Driver's License Winter Quarter Diesel Technology CDL classes. The Department of Licensing, which governs CDL rules, restricts student to instructor ratios during driver training time to 3 to 1. LCC's CDL program received \$150,000 in Workforce Development Funding from the State Board for Community and Technical Colleges for 2016-2017 for the development of curriculum and training as well as the purchase and repair of equipment. Spring Quarter CDL classes start April 10<sup>th</sup>.

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

- Armando Herbelin and chemistry students attended the American Chemical Society meeting on March 9th in Portland, Oregon. The meeting included dinner and a lecture.

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

- LCC hosted the Southwest Washington Early Learning Coalition (SWEL) monthly meeting via ITV on Tuesday March 14th. This provides an opportunity to network and strengthen partnerships in our region in Early Childhood education. SWEL connects the efforts of individuals, organizations, and local coalitions to strengthen the early learning systems on which thriving and successful children rely.
- LCC's Student Nurse Organization raised over \$900.00 for the Community House on Broadway.
- Over 150 Japanese manga comics have been donated to the library by the anime club. These are being processed by library staff and will be incorporated into the graphic novels/zines section as reserve materials.
- During finals week, the Learning Commons hosted a therapy dog "Stress Release Clinic," coordinated by Heidi Carmody and Lindsay Keevy. Approximately 100 LCC students, faculty, and staff attended



the event, and it was covered by The Daily News: [http://tdn.com/news/local/students-take-a-break-from-ruff-finals-with-therapy-dogs/article\\_8e642a5d-f9e6-5f41-b725-f45d6a54fdd8.html](http://tdn.com/news/local/students-take-a-break-from-ruff-finals-with-therapy-dogs/article_8e642a5d-f9e6-5f41-b725-f45d6a54fdd8.html)

- The library's AskWA online instant chat service has increased in use 22% since adding an instant chat app to the EBSCO interface.
- Tutors facilitated 896 tutoring appointments winter quarter.
- The Learning Commons provided support for 1,547 questions during winter quarter.
- Library resources winter quarter snapshot: classroom Chromebook sets were checked out by faculty 76 times; individual Chromebooks were checked out by students 139 times; quiet rooms were reserved 209 times; SMARTBoards were reserved 41 times; and the Whisper Room was reserved 6 times.
- In winter quarter 2017, 109 students earned 380 HS21+ credits through Transitional Studies courses. Sixteen of these students completed all the coursework necessary to meet the requirements for the High School 21+ (HS21+) diploma and graduated. 25% of these graduates are transitioning to college classes at LCC this quarter (4/16). An additional two, former HS21+ graduates, will start taking college level classes at LCC this quarter, as well.
- Transitions Coordinator Alé Sanchez and Instructional Technician Stephenie Ruvalcaba have been co-facilitating the "Getting Ahead in a Just Gettin'-By World" workshops. A collaboration with community partners, these WorkFirst workshops are designed to assist parents build resources they need on their path to self-sufficiency.
- Interim Adult Basic Education (ABE) classes funded by WorkFirst had a highly successful run this spring break. 18 students enrolled and participated in the Canvas based course taught by Shiree Bent. Although designed as hybrid courses with face-to-face attendance voluntary, Transitional Studies had many students participating on campus. Students successfully completed large portions of their subjects, and in some cases completed entire subjects required for the HS21+ diploma.

#### Core Theme IV: Institutional Excellence

- Friday, March 3rd a morning matinee of The Last Night of Ballyhoo was performed for an audience of over 120 high school students coming from Longview and Castle Rock. The show closed on Saturday, March 4th to a near sold out crowd.
- Andrea Gillaspy Steinhilper is presenting at WACC (Washington Canvas Conference, March 29-31) on LCC's OER initiative which has saved students over \$600,000 since fall 2015.
- Former LCC student Jorgianne Critelli was selected as a finalist in Photographer's Forum Magazine's 37th annual Best of College & High School Photography contest. Her photograph will be published in their 2017 book: <http://pfmagazine.com/product/best-of-college-high-school-photography-2017/>.

#### Topics of Interest

##### Recognition / Personnel

- Dawn Draus and Mary Hebert participated in the Bridge to College Math spring training in Shelton, and Dawn attended and led trainings in Chehalis and Vancouver. This project is designed to better align high school and precollege math curricula and pedagogy.
- Amber Lemiere and J Haynes Hughes attended the Composition and Communication Conference in Portland.
- Elena Ross and Jessica Kooiman attended the Brain Potential Conference in Portland.
- Hiedi Bauer attended the Women in Leadership conference in Portland.
- Tribeca Transport, a major supporter of LCC's Diesel Technology CDL program, received the Governor's Award for Service to Veterans on the LCC Campus Tuesday, March 21st. The award was presented at LCC to recognize Tribeca's contributions to LCC's program, including supporting the program by providing driver trainers, donating equipment, and hosting internships. According to a Daily News article about a third of Woodland-based Tribeca Transport's 25 employees are veterans. It's the second year that Tribeca has received the award, which is only presented to a handful of companies across the state every year, The Daily News reported.
- Faculty attended two assessment and planning days on March 29<sup>th</sup> and 30<sup>th</sup>. The first day focused on program review and assessment. The second day involved reviewing decision-making and the college's committee structure, as well as work on guided pathways and meta majors. Both sessions were well-attended and productive. The planning days were followed by the Faculty Appreciation Breakfast on Friday, March 31.

## Upcoming Events

- **April 4**, 11 am - 1 pm, Student Government Executive Council Meeting, Student Center - ASLCC Clubs & Org Room (STC 216)
- **April 4**, 3 pm - 4 pm, Veterans Alliance Meeting, Student Center Diversity & Equity Room (STC 201)
- **April 4**, 4 pm - 6 pm, Art Exhibit Opening Reception: Kathleen Secrest, Rose Center for the Arts Art Gallery (RCA 110)
- **April 5 - 27**, Art Exhibit: Kathleen Secrest, Rose Center for the Arts Art Gallery (RCA 110) 10 am - 6 pm Mondays and Tuesdays, 10 am - 4 pm Wednesdays and Thursdays
- **April 5**, 11 am - 2 pm, Sexual Assault Awareness Information, Student Center Lobby (STC 113)
- **April 5-6**, 4 pm - 8 pm, Winter Quarter Drama Auditions, Rose Center for the Arts Center Stage Theatre (RCA 131)
- **April 7**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)
- **April 7**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
- **April 7**, 7:30 pm - 10 pm, Longview-Kelso Community Concert Association presents *Sonic Escape "Celtic With a Twist"*, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)
- **April 9**, 2 pm - 5:30 pm, National Theatre Live Presents: *Hedda Gabler* / Encore, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)
- **April 12**, 10 am - 11 am, Spring Quarter Veteran Briefing: Morning Session, Student Center ASLCC Clubs & Org Room (STC 216)
- **April 12**, 3 pm - 4 pm, Spring Quarter Veteran Briefing: Afternoon Session, Student Center ASLCC Clubs & Org Room (STC 216)
- **April 12**, 4 pm - 5 pm, Co-Curricular, Organizations, & Clubs Quarterly Social, Student Center Conference Rooms A and B (STC 120AB)
- **April 13**, 9 am - 3:30 pm, Washington Community Health Worker Training, Student Center Conference Rooms A and B (STC 120AB)
- **April 14**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)
- **April 14**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
- **April 17**, 11 am - 2 pm, Sexual Assault Awareness Information, Student Center Lobby (STC 113)
- **April 18**, 10 am - 2 pm, 2017 Career & Networking Fair, Student Center Conference Rooms and Cafeteria (STC 120ABC, STC 122)
- **April 18**, 11 am - 1 pm, "What is a Community Supported Agriculture Program?", Student Center Outdoor Pavilion
- **April 18**, 11 am - 1 pm, Student Government Executive Council Meeting, Student Center - ASLCC Clubs & Org Room (STC 216)
- **April 18**, 3 pm - 4 pm, Veterans Alliance Meeting, Student Center Diversity & Equity Room (STC 201)
- **April 19**, 10 am - 1 pm, Spring Transfer Fair, Student Center Lobby, Conference Rooms, and Cafeteria (STC 113, STC 120ABC, STC 122)
- **April 19**, 2 pm - 3 pm, Energy Efficiency & Sustainability in the Home, Student Center ASLCC Clubs & Org Room (STC 216)
- **April 20**, 8:30 am - 2:30 pm, Student Nurse Organization Annual Health Fair, Student Center Cafeteria (STC 122)
- **April 20**, 12 pm - 1 pm, Grow an Herb Garden Workshop, Health & Science Building 235 (HSB 235)
- **April 21**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)
- **April 21**, 1:30 - 2:30 pm, Build your Own Worm Composting Bin, Student Center Conference Rooms (STC 120AB) and Student Center Outdoor Pavilion
- **April 21**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
- **April 22**, 7 pm - 9 pm, Southwest Washington Symphony: Saturday Concert, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)
- **April 23**, 3 pm - 5 pm, Southwest Washington Symphony Concert and Reception, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)
- **April 25**, 7 pm - 9:30 pm, Mark Morris High School Jazz Night, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, RCA 123)
- **April 28**, 12 pm - 2 pm, Veterans Conversations, Student Center Diversity & Equity Room (STC 201)

- **April 28**, 2 pm - 4 pm, Veterans' Dependents Conversations, Student Center Diversity & Equity Room (STC 201)
- **April 28**, 7 pm - 9:10 pm, National Theatre Live Presents: *Twelfth Night* / Encore, Rose Center for the Arts Lobby and Wollenberg Auditorium (RCA 101, 123)

## **Auxiliary Program**

### **Head Start**

**Annual Report Complete** – The 2016 Annual report is complete and available on the Head Start page. Amazing work was done last year and the program is proud to share their results.

**New Building** – Some setbacks on the new building in Kelso have occurred. The September 2017 opening will not be met; however, three classrooms will convert to full day models using existing facilities. Two classrooms will be in Kelso and one will be at Memorial Park. Conversions with Kelso School District and the City of Kelso continue. Region X has been notified of the change.

**Head Start** – The Head Start Grant update is nearly complete. Plans for classroom conversions, the training and technical assistant plan for 17-18, as well as budget details will be included. The new Performance Standard implementation plan is close to finalization. Suzanne Boursaw will attend a leadership conference April 6 – 10 in Chicago, Illinois. The event is sponsored by the National Head Start Association and occurs during the Head Start/ECEAP Spring Break.

**ECEAP** – ECEAP negotiations are occurring on the hill. An increase in slot rate, as well as funding for expansion, are hoped for. ECEAP is also looking at a 6-day model instead of part-day models.

**GRANTS** – Junior Service league funds have been received for classroom safety curriculum. Community Foundation of Southwest Washington and United Way grant application results are still pending.



## **OPERATIONS COUNCIL REPORT – STUDENT SERVICES**

### **Sue Orchard, Vice President of Student Services**

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

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#### **CORE THEME II: TRANSFER AND ACADEMIC PREPARATION**

- TRiO took 5 students to visit The Evergreen State College for their Preview Day programming.
- TRiO took 8 students on a three-day campus tour where they visited Central Washington University, Eastern Washington University, Washington State University, and Gonzaga University.

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

- TRiO took 10 students to Portland for a cultural/community building activity to promote retention.
- Disability Support Services proctored 134 exams winter quarter 2017, which is a 44% increase over 93 exams proctored in winter quarter 2016. Since similar number of students are approved for quiet testing compared to last year, DSS attributes this increase to multiple mid quarter outreach efforts to existing and newly approved students.

#### **Running Start**

- Continuing to use the REMIND app to send out notification of upcoming Running Start deadlines and scheduling information, and to answer questions.
- Fall 2017 Admission requirement and information updated online.
- Fall information sessions have been scheduled and posted for the following dates:
  - [Thursday, March 30, 6 pm \(Woodland High School\)](#)
  - Thursday, April 13, 6 pm

#### **Outreach & Enrollment**

- Hosted approximately 200 high school students from the SW Washington region in Knowledge Bowl.
- Hosted Coweeman 7th grade tour - 200 students participated.
- Collaborated with Foundation to provide workshops at Kelso HS, Rainier HS and Toutle Lake HS for Career Exploration, scholarships and application to LCC.
- Participated in WCHSCR College Planning Day at Clark College. Presented to 24 students.
- Hosted the Sophomore Career Fair on LCC campus on March 31. 1,200 sophomores from service district high schools listened to presentations from 70 community presenters regarding their careers.
- Continued use of the Remind app to send targeted texts to LCC students
- Finalizing a new LCC brochure
- Collaborated with Marie Wise to launch a new “landing page” under Enrollment to direct incoming students to the correct resources for their status.

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

- TRiO sent a student alumni video with WA State colleagues to the Council for Opportunity in Education Policy Seminar, which took place in Washington D.C. March 19<sup>th</sup>-22<sup>nd</sup>. The video was used in meetings with WA State Congressional Representatives to lobby for TRiO funding.

- TRiO at LCC provided the WA State TRiO chapter with Student Success Cards, which highlighted two students' success stories at LCC and as a part of the TRiO Student Support Services program. Both success cards were used at the Council for Opportunity in Education Policy Seminar in Washington D.C. to lobby for TRiO funding.
- Three TRiO staff members participated in Safe Zone training.
- Three TRiO staff members traveled to Monterey, CA for the TRiO Western Association of Educational Opportunity Personnel conference where they attended sessions on financial literacy, persistence, retention, establishing student ambassador and mentorship programs, providing safe educational spaces for the LGBT community, etc.
- The Department of Education is allowing additional time, until July 1, 2017, for institutions to comply with the GE program disclosure requirements as noted in [Gainful Employment Electronic Announcement #103](#), published on January 19, 2017. This action is taken to allow the Department to further review the GE regulations and their implementation.
- Registration staff members have been keeping up to date with the ctcLink remediation process via WebEx session participation (view-only) with SBCTC and Spokane Colleges/Tacoma Community College.
- 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 and will continue to meet two times per month throughout spring and summer quarters. The goal is to develop a brown bag luncheon learn style series that will focus on engaging students, faculty, and staff in an interesting, entertaining, and even humorous way that will enable them to examine their own cultural lenses as well as their own biases on topics such as lore, mythology, tradition, culture, and societal roles.

## **TOPICS OF INTEREST**

### **ENROLLMENT**

**Enrollment as of close of business 3-27-2017:**

- State FTE for winter quarter is 2152, compared to 2336 on the same date last year (-7.9%).
- State FTE for spring quarter is 1700, compared to 1861 on the same date last year (-8.7%).
- 2016-17 Annual State FTE is at 2343, compared to 2586 on the same date last year (-9.4%).
- Running Start currently has 385 students enrolled for Spring 2017

### **STUDENT ACTIVITIES/ATHLETICS**

- TRiO hosted a cultural movie night for program participants. 15 students attended.
- The ASLCC Fitness Challenge concluded on March 20<sup>th</sup>. Over 30 students participated in the challenge, and 20 students completed the entire 8 week program. Students competed to improve personal goals in cardio, strength training, and healthy lifestyle improvement. Winning students in each category were presented with an award from ASLCC for a \$200 gift card for books in the LCC Bookstore.
- ASLCC Winter Quarter Relaxation Day was held on March 10<sup>th</sup>. This event was designed to help students (and some staff) relax during the week before finals. ASLCC sponsored calming music, snacks, and 3 massage therapists for 20 minute sessions throughout the day.
- Hall of Honors nominations are open for 2017. The submission form can be found online and will be due on April 17, 2017.
- ASLCC has been working on setting a timeline for 2017-18 officer selections. Applications will be open on the LCC website on Friday, April 7<sup>th</sup> and will be due on Friday, April 28<sup>th</sup>. Information sessions will be open to students who are interested in joining student government.
- The Gamma Tau chapter of Phi Theta Kappa now has 41 members. We have begun meeting regularly and are in the process of planning service projects for Spring Quarter and an official induction ceremony for those new members.

### **UPCOMING EVENTS AND IMPORTANT DATES**

- TRiO will take 10 students to visit WSU Vancouver for Preview Day on April 21<sup>st</sup>.
- TRiO will host a TRiO Ambassador/Peer Mentorship night at the LCC Baseball game on April 25<sup>th</sup>.

### **Multicultural Club**

- April 6-8<sup>th</sup> Students of Color Conference Yakima
- April 14<sup>th</sup> Documentary in the DEC 2-5PM
- May 6<sup>th</sup> Lelooska Living History Performance and Dinner
- June 3<sup>rd</sup> 27<sup>th</sup> Annual International Festival

### **Running Start**

- Spring quarter book fund applications due March 3, 2017
- Student who are eligible were notified on March 24<sup>th</sup>
- Student who currently were awarded will be returning books during finals week don't have to reapply as long as GPA still meets requirements
- Running Start Information nights are posted to website

### **Student Activities**

- Info sessions for prospective ASLCC officers will be held on the following dates:
  - Friday, April 7<sup>th</sup> at 9am (ASLCC Clubs & Orgs Room)
  - Thursday, April 13<sup>th</sup> at 11:30am (ASLCC Clubs & Orgs Room)
  - Tuesday, April 18<sup>th</sup> at 11am (ASLCC Clubs & Orgs Room)
  - Monday, April 24<sup>th</sup> at 3pm (ASLCC Clubs & Orgs Room)
- ASLCC is holding a joint event with International Programs on April 8<sup>th</sup> during the LCC home baseball game. This event will feature traditional ballpark food, activities, and prizes for international students and be a chance for many of them to attend their first baseball game.
- A social will be held on Wednesday, April 12<sup>th</sup> for ASLCC, co-curriculars, student organizations, and clubs at 4pm.
- Red Devil Days is scheduled for Tuesday, May 30<sup>th</sup> and Wednesday, May 31<sup>st</sup>. The first day of the event will be themed around the 1980s and feature a band and a showing of "Back to the Future". The second day will be medieval themed and feature activities and food.

### **Upcoming Spring Quarter Dates:**

- April 3, 2017: Start of Spring Quarter
- April 5, 2017: Online registration ends, last day to be enrolled from a waitlist.
- April 6, 2017: Instructor Permission Required to Enroll
- April 7, 2017: 100% Refund Cutoff
- April 10, 2017: AEW - Academic Early Warning Begins
- April 14, 2017: Last day to withdraw and avoid a "W" on transcript.
- April 21, 2017: 50% Refund Cutoff
- April 25, 2017: Graduation Application Deadline for Quarter
- May 1, 2017: Registration Begins - Summer 2017

**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 IV: INSTITUTIONAL EXCELLENCE**

- Human Resources welcomed and oriented all new part-time employees. Title IX Team provided a small-setting training for the Early Learning Center Staff. The LCC Diversity & Equity Canvas course for all faculty and staff is being offered this quarter in addition to a cybersecurity awareness course. HR brought our EAP representative, Richard Shelman, to present "Generations in the Workplace."
- Red Devil Wellness coordinated the Healthy Soup Cook Off for faculty, staff, & ASLCC, which was a huge success! There were over 20 soups to taste and almost 50 people in attendance. 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:**
  - Scholarship workshops continue to be offered on campus and in local high schools to help 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. More than 40 students have taken advantage of workshops offered on campus. Scholarship workshops have been successfully held at Kelso, Mark Morris, Rainier, Toutle Lake and Woodland High Schools serving more than 50 potential new students. Additional workshops have been offered to Castle Rock, Kalama and Wahkiakum.
  - The Foundation held a pizza party for ten LCC student athletes who volunteered to write approximately 70 thank you notes to Hall of Fame attendee households. The Foundation will host an Alumni Day at Story Field during the final home game against the Tacoma Titans. LCC Alumni and their families get free admission and the first 50 alumni through the gate get a complimentary t-shirt. Prizes will be given away between innings, and alumni will have the chance to sign up for LCC's Alumni Association. Invitations will go out the second week of April to local area alumni.
  - The Daily News launched the Students in Need campaign on Sunday, March 19. The 6 week long campaign will raise funds for students who are most at risk of dropping out. Every penny will go straight to the Student Success fund. The campaign is over half way to the \$40K goal with over \$28,000 raised so far.
  - We received \$116,694 in gifts this month including a \$102,000 from Jim and Marianne Mitchell for an endowed scholarship, a \$4,150 pledge from Solvay Chemicals for 2017-18 scholarship awards, and a \$4,000 gift from the Estate of Don Eklund for an annual scholarship.

- **New Hires**

- Rosie Leno
- Sarah Wesley
- Kelly Norton
- Darren Schwegler
- Cherene Crowson

Executive Assistant to VP Student Services  
Child & Family Development Specialist (Head Start)  
Child & Family Development Specialist (Head Start)  
Ed Planner, Opportunity Grant  
Program Coordinator (WorkFirst)