

OPERATIONS COUNCIL
MINUTES
May 8, 2017
Heritage Room



Attending: Jason Arrowsmith, Chris Bailey, Tamra Bell, Kat Cooper, Brendan Glaser, Wendy Hall, Kyle Hammon, Melinda Harbaugh, Betty Hayes, Eli Hayes, Karen Joiner, Mary Kate Marthaller, Sue Orchard, Brandon Ray, Nichole Seroshek, Janel Skreen, Nolan Wheeler, and recorder Linda Clark

President Chris Bailey 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

Commencement Update – Sue Orchard

Sue reminded everyone that this year's commencement ceremony will be held on Friday, June 16 at Kelso High School, starting at 6:30 p.m. Volunteers are needed, so please let her know if you are available. This year's keynote speaker will be LCC alum, Bill Stoller.

Policy Update

Chris Bailey provided an update on some policies that are currently making their way through the review and approval process:

- Policy 660 Hazardous Waste Disposal - Approved
- Policy 720 Accessibility Technology – Currently out for campus review and comment.
- Policy 810 Social Media Management – Currently out for campus review comment.

Emergency Preparedness –

Nolan Wheeler provided an update on the notification system. IT staff reports that the telephones are now configured to the notification system, and testing will take place in the next few weeks by building. There are a few more locations that have been identified for installation of clocks and speakers.

The first Emergency Building Coordinators (EBC) meeting was held last week.

3. UPCOMING and/or RECURRING TOPICS

4. ROUND TABLE DISCUSSION

Chris Bailey

- The Federal budget proposal provides for year around Pell Grant funding.

- Our State budget does not have much agreement between House and Senate. In looking at both, we will likely be at about a \$200,000 shortfall. Other colleges within the system are in very tight constraints and will likely be cutting programs and staff. We're hoping that the Legislature will realize the impact that funding cuts is having on our community college system.
- Ciber sued the State Board and are also in Chapter 7 bankruptcy. Some good ctcLink news from Tacoma and Spokane in that they think they have fixed the issues on the financial side.
- Applied Industries is closing business and have agreed to donate largely to our Disability Services and the Student Success fund.

Kat Cooper

- Annual staff BBQ June 12th
- Happy Brain Science workshops on June 12th
- HR will be switching our EAP program to a different vendor which will have more trainings and resources. Information will be sent out to campus.

Melinda Harbaugh

- Another stress relief clinic will be offered this quarter during finals week (therapy animals).
- New data base will be offered this summer

Brendan Glaser

- Outstanding Student Awards on May 17.

Tamra Bell

- EWU will be leaving the regional university center but will complete teach outs. We are working with individual students to ensure their completion.
- We are working with Warner Pacific and City University for options and are exploring a BAS on campus--Teacher certification with a P-3 endorsement.
- In the process of hiring for tenure track welding position

Eli Hayes

- The common business development schedule will be coming up soon. There will be 35 others to be delivered.

Sue Orchard

- The International Program is now part of Student Services, and effective July 1, Career Services will be back to Student Services
- The Accessibility Technology policy will require training for all, which will be provided available in a "layered" approach.

Nolan Wheeler

- IT has solved the problem of LCC calls showing up as "unknown" on caller ID—it now says Lower Columbia College.

Betty Hayes

- Will be piloting a call center to call graduating seniors and will be hiring student workers to assist.
- May 16 is preview night. Staff, faculty, clubs, and organizations will all be in attendance - Located HSB 101.

Karen Joiner

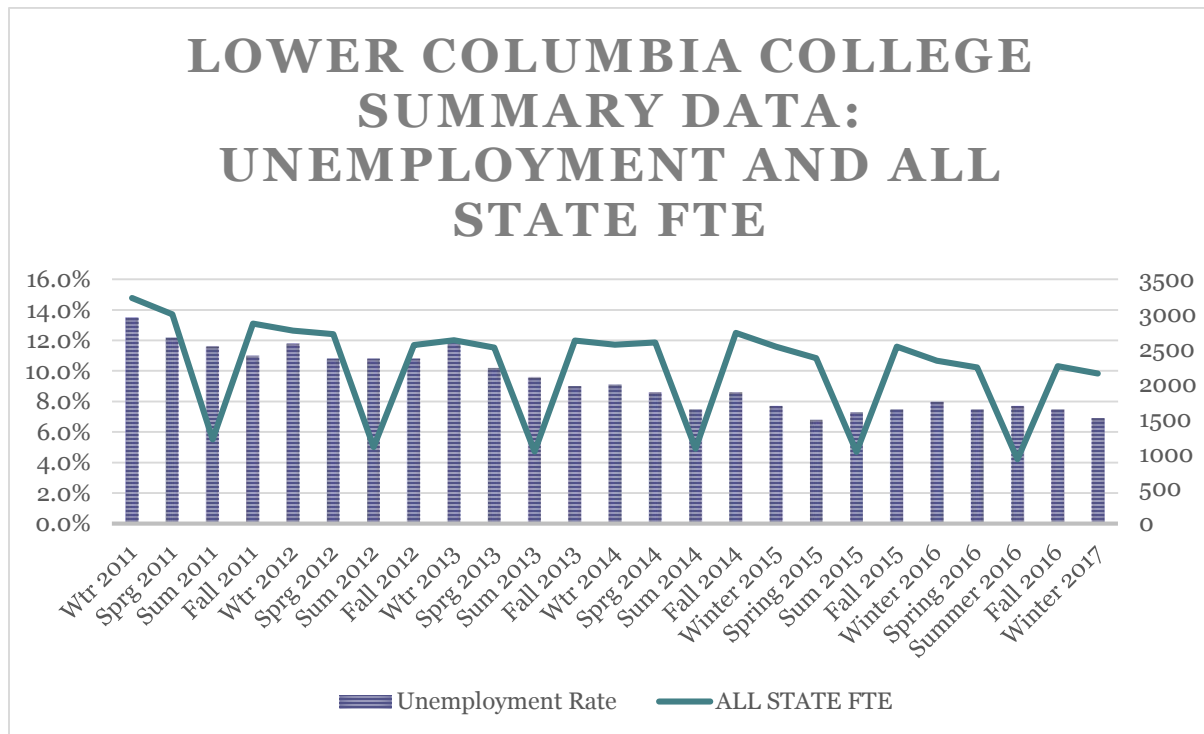
- The Nursing Commission approved our request for LPN 2RN to the DTA/MRP program.

President Chris Bailey

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

- Cowlitz County's unemployment rate declined to 6.7% in March, the lowest rate in ten years. Historically, declining unemployment has led to lower FTE for LCC.



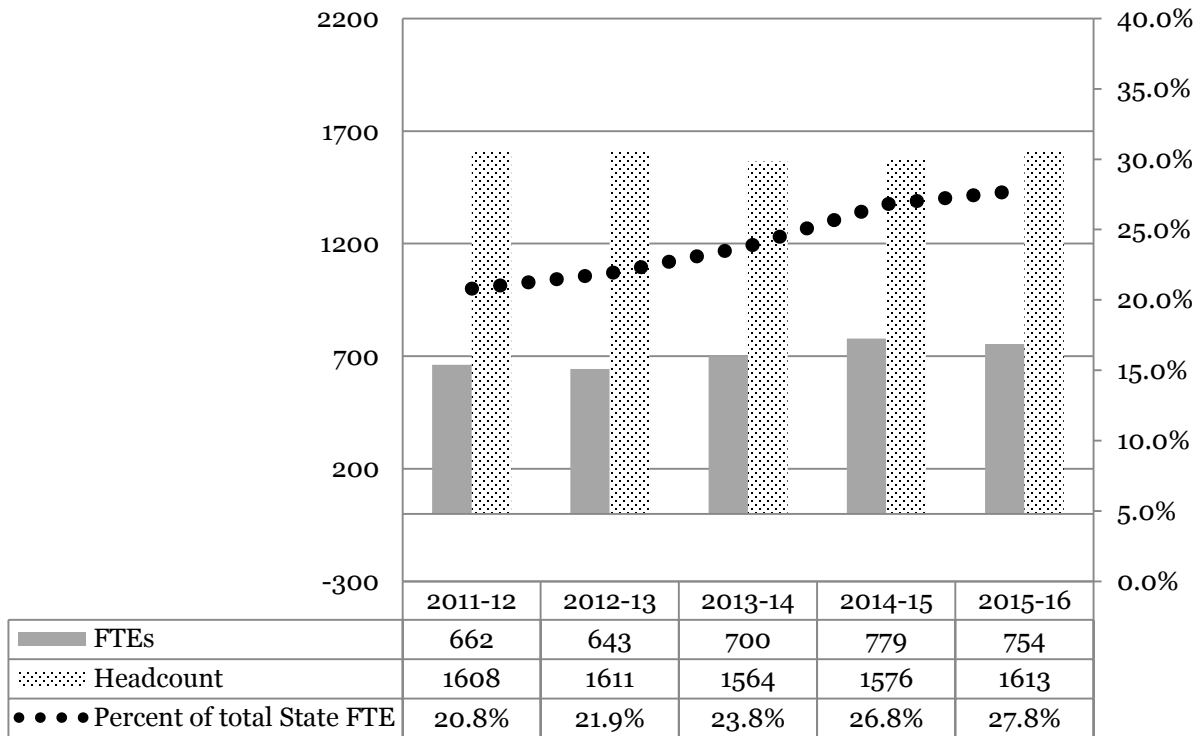
- A new labor market supply and demand analysis was released recently by the Employment Security Department. For the Southwest region of the state, the greatest area of demand (vs. supply) is in healthcare. Overall, supply still exceeds demand.

Occupation	Demand*	Supply*	Gap*
Management	179	496	-317
Business and Financial Operations	125	151	-26
Computer and Mathematical	175	97	78
Architecture and Engineering	65	69	-4
Life, Physical, and Social Science	16	35	-19
Community and Social Service	59	27	32
Legal	8	7	1
Education, Training, and Library	83	32	51

Arts, Design, Entertainment, Sports, and Media	35	58	-23
Healthcare Practitioners and Technical	271	53	218
Healthcare Support	168	90	78
Protective Service	32	39	-7
Food Preparation and Serving Related	145	157	-12
Building and Grounds Cleaning and Maintenance	60	90	-30
Personal Care and Service	64	79	-15
Sales and Related	238	254	-16
Office and Administrative Support	391	477	-86
Farming, Fishing, and Forestry	10	64	-54
Construction and Extraction	138	860	-722
Installation, Maintenance, and Repair	164	215	-51
Production	121	386	-265
Transportation and Material Moving	182	353	-171
Military Specific	4	17	-13
Grand Total	2,733	4,106	-1,373

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Although Basic Skills FTE has been declining (along with other areas), the proportion of state FTE it represents continues to increase.



CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- The Effectiveness and College Relations department is once again providing incentives for students re: summer and fall registration. Students who register for summer and/or fall by the last day of spring quarter finals (June 15) will be entered into a drawing to win one of two \$50 LCC Bookstore gift cards.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Results from the 2017 PACE survey were reviewed with the campus community in April. Mean scores went up in 45 out of 46 questions between 2016 and 2017, and all four benchmark scores increased over the 2016 administration. All results are still highly statistically significant compared to the comparison groups (all colleges, and all medium sized 2-year colleges).

Table 5. Climate Factor Mean Comparisons

Climate Factor	<i>LCC compared with:</i>										
	LCC		2016			NILIE Normbase			Medium 2-year		
	N	Mean	Mean	Sig.	Effect size	Mean	Sig.	Effect size	Mean	Sig.	Effect size
Overall	239	4.015	3.919			3.773	***	.320	3.784	***	.312
Institutional Structure	239	3.760	3.628			3.479	***	.309	3.478	***	.314
Student Focus	237	4.247	4.189			4.051	***	.302	4.061	***	.297
Supervisory Relationships	239	4.071	3.957			3.829	***	.269	3.842	***	.259
Teamwork	239	4.129	4.046			3.862	***	.275	3.892	***	.250

- Human Resources welcomed and oriented all new full and part-time employees. President Bailey hosted the spring quarterly conversation with the President for Faculty. Title IX Team provided a small-setting training for the Transitional Studies Staff, Language & Literature Department, and the Industrial Technology Department. The FERPA LawRoom course for all faculty and staff is being offered this quarter. HR brought our EAP representative, Richard Shelman, to present “Providing Exceptional Feedback” to interested supervisors and staff.
- Even though it rained, Red Devil Wellness coordinated another successful fun run/walk to Lake Sacajawea. In honor of Earth Day, RDW offered a variety of workshops the week leading up to Earth Day that covered the following topics: herb gardens, CSA programs, rain barrels, growing indoor plants, and building a worm compost bin. Also, RDW offered the cholesterol/glucose screening for interested faculty, staff, and students. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit.
- **ctcLink news:**
 - We received notice last week that project vendor Ciber filed for bankruptcy
 - Ciber in process of being purchased by French company Capgemini
 - Remediation work continues at FirstLink colleges (Spokane and Tacoma)
 - LCC configuration work continues to be on hold
 - Pilot project re: business process alignment is getting underway
 - Yesterday, we received word that Ciber is suing the State Board for breach of contract.
- **Foundation:**

- The Scholarship application period closed April 16, 2017. 455 out of 557 student applicants completed online applications to compete for more than \$370,000 in scholarship awards. Scholarship Workshops assisted 109 students navigate and complete the online process. Training for this year's Scholarship Review Committee was held and the review process is currently underway. Scholarship award notifications will begin in June.
- The Employee Giving Campaign (Let's Go! Let's Grow!) kicked off on April 25 during All-Staff and will run through May 12. Nine employees have committed to growing their contributions and 4 employees started new contributions. Planter boxes with either poppy or basil seeds will be given to employees who participate.
- The Foundation will host an Alumni Day at Story Field on May 13th 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 went out the second week of April to local area alumni. Alumni interviews will be held every day during the week before the event on KUKN Country. Also, we will have alumni throwing out the first pitch, singing the national anthem, and sharing LCC stories in short interviews during the game.
- The Daily News launched the Students in Need campaign closed on April 30th and exceeded the \$40K goal raising over \$45,000 for the Student Success Fund.
- Installation has begun on the Anderson Family Pavilion. The naming is in honor of a significant gift by Max Anderson and John Anderson in support of scholarships for business students and the Student Success Fund. The installation will take several weeks to complete.
- We received a gift of \$355,000 from Applied Industries, Inc. to support scholarships for students with disabilities, program support for Disability Support Services and the Student Success fund. In honor of this gift, LCC's Disability Support Services department will be named Applied Industries, Inc. Disability Support Services.
- We received \$324,671 in gifts this month including \$300,000 from Applied Industries, a \$12,500 grant from the Gene Haas Foundation for vocational scholarships, and a \$3,250 matching grant from Shell Oil Company Foundation for an annual scholarship.

- **New Hires**

- Kristina Dieter Executive Assistant to Vice President of Administration
- Cindy Moenck Custodian 1



OPERATIONS COUNCIL REPORT

2016 – 2017

INSTRUCTION

May 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

- LCC Career Center, in partnership with WorkSource and Goodwill, hosted the 2017 Career and Networking Fair in the Student Center on April 18th. The event brought together 35 organizations and approximately 550 attendees.

Core Theme II: Transfer & Academic Preparation

- Since January 2016, Becky Connolly has been serving as a Bridge to College English Course Higher Education Partner. In this role she has been supporting the implementation of the Bridge to College English course offered to seniors in high school throughout Washington State. Working with the state leadership team, Bridge Course Trainers and Team Leaders, she has helped to develop and/or review assessment, teaching, and learning activities designed to increase students' college readiness skills and improve K-16 alignment.
- Armando Herbelin attended the Oregon Science Startup Forum with students on April 22nd.

Core Theme III: Student Access, Support & Completion

- On April 12th and 13th three nursing faculty, Annette Ward, Jeanne Hamer and Jacquelyn Dailey, traveled to San Francisco. They attended a NCLEX Testing/Writing Conference to learn about a new testing plan (which started April 1, 2017); how to create questions that ready the students for state boards; techniques and different ways of testing; and how to analyze an exam. At the end of the month three additional faculty plan to attend the same conference in Denver.
- Katrina Fuller completed a training certificate for Accessibility 101: The Basics of Inclusive Design.
- Klint Hull attended the Spring Student Success Institute.
- Lucas Myers attended the American Educational Research Association annual meeting.
- Under the leadership of Amber Lemiere and Louis LaPierre, students, staff, and faculty have been preparing the Kelley Learning and Healing garden for a growing season. In the coming year, produce will be gathered and used in the Fork and Flame; an arbor for kiwi will be built; and plans for a gazebo are under development. Weekly garden work parties are scheduled. Earth Week and Arbor Day activities included building, planting, sales, and giveaways of indoor and outdoor plants and raspberry suckers. Peipei Wallace and Trudy Woods are working with their ceramics students to design and produce tiles for setting into pavers and other structures in the garden. Pat Kelley continues to be actively involved in all aspects of the garden.
- Lindsay Keevy is working with Jacque Dailey and Amber MacLaren to offer three lunchtime "brown bag" sessions for nursing students on APA style formatting and citations in the skills lab (HSB 246). Sessions will be recorded with Panopto. (Dates: 4/25, 4/26, and 5/4 from 12-1pm)
- Five Chromebooks were added to the library's collection for individual student checkout. This brings the library's total number of student Chromebooks to 23.

- A dozen Act One Drama Club members will travel to Seattle on April 30th to see LCC Alum, Wyatt Hazel, in a production of *Orlando*, at University of Washington. They will attend a pre-show talk and campus tour.
- Armando Herbelin's organic chemistry class took a customized tour of Solvay Chemicals.
- Andrea Gillaspay made arrangements for one additional English faculty (Hegeman) to use an OER for English 101 in Fall 2017; for one Psych-200 instructor (Suek) to use OER for Summer; and working on another (Cromwell) for Fall.
- The Tutoring Center is now offering online tutoring. Heidi Carmody is piloting this service with tutors using Chromebooks to provide online English and writing appointments. She plans to add offer more subjects in upcoming quarters.
- Rachel Mystic and Sam Rintoul lead a library inventory project over spring break. More than 24,168 items were scanned, inventoried, and valued, including books, DVDs, reserves, and electronic equipment. The project should be completed by the end of May.
- So far this quarter, the Learning Commons has provided support for over 596 questions. Librarians have offered 12 orientations/workshops to 259 students, and tutors have facilitated 190 appointments.
- As of week four of spring quarter, 121 students are enrolled in I-BEST sections. This is a 10% increase over spring quarter 2016. This increase is due, in part, to several group CASAS assessments that have been held this spring. 100% of students tested were eligible for I-BEST.
- For winter quarter, 2017, 45% of I-BEST students earned honors level GPAs of 3.25 or higher.
- Jill Yates participated in the newly formed Career Assessment Work Group. The goal of the group is to develop a new student onboarding tool which will assess their career interests and identify potential risk factors for their success at LCC (e.g. financial; support system; grit or persistence, etc.). The importance of getting students on a path early-on and advising them based on their needs is embedded in guided pathways and retention literature focusing on student success.
- Jill Yates presented I-BEST information at a Disability Support Services meeting with Woodland High School students who are on Individualized Education Plans (IEP) and considering attending LCC.
- On April 18th, Alé Sanchez and Stephenie Ruvalcaba, concluded co-facilitation of the "Getting Ahead in a Just Gettin'-By World" workshops. A collaboration with community partners, these WorkFirst workshops were designed to assist parents build resources they need on their path to self-sufficiency.
- Alé Sanchez began assisting students during New Student Orientations. In the months to come, Alé will continue in this new partnership with Student Services, helping to increase one-on-one attention for new LCC students.
- Transitional Studies staff worked with Betty Hayes to create a departmental text account through remind.com. Several reminders have been sent to the small list of students currently signed up.
- Alejandra Sanchez and Anne-Marie Klein attended a "Leading for Social Justice and Equity" training at the Cowlitz County Administration Building on April 14th. Participants became more aware of the historical impacts of structural inequity, learned to apply an equity lens to assess organizational policies and learned to recognize and manage their own biases.
- Transitional Studies staff members are calling every student who has failed to attend one or more of their classes spring quarter to see if they can offer assistance and/or help them reengage. The list includes 150 students.
- In an ongoing effort to help facilitate and increase transition of Basic Skills students to college, the Transitional Studies department has adjusted 2017-18 classes to start on the hour. Aligned with college level classes, this schedule will enable more students to enroll in Basic Skills and college level classes simultaneously. The later start time of 9am will also help students with school-aged children to attend morning classes.
- Transitional Studies hired two part-time Instruction and Classroom Support Technicians to work with non-native English speaking students. Kristi Williams will be helping students register and test at several off-campus locations and Noemi Bartley will be working directly and exclusively with non-native English speakers on- and off-campus, as part of the Integrated English Literacy and Civics Education (IELCE) grant.

Core Theme IV: Institutional Excellence

- Louise Choate has been working with Angie Rogers to review information collected for the library component of the IPEDS (Integrated Postsecondary Education Data System) survey. Louise worked with Angie to address seven “red flags” generated by IPEDS and submitted the library component this month.
- The LCC Choirs joined forces with the SWWS to celebrate their 50th anniversary and perform Carl Orff’s *Carmina Burana*.
- In Tacoma on March 30th, Andrea Gillaspie presented at Washington State’s Annual Canvas Conference (WACC) on how LCC developed a team to successfully facilitate an OER initiative on campus.
- This year, Sarah Griffith chaired the committee that helped plan and implement the Washington Annual Canvas Conference (WACC) in Tacoma, Washington. A group of 10 from LCC attended. Leszek Cromwell and Shalaina Williams presented on Canvas Advising topics and Lucas Myers and Becky Connolly gave a two hour workshop on Canvas outcomes. Lucas Myers represented LCC on the keynote panel on “How Do You Stay Innovative?”
- Adam Wolfer served as a reviewer for the 2017 American Association of Colleges and Universities’ Transforming Higher Education Conference.

Topics of Interest

Auxiliary Program Head Start

HEAD START–The Head Start continuation grant was submitted with the conversion of three classrooms to a 6 hour day model.

ECEAP – Results are pending regarding vendor rate increase and budget for next year. Legislators are still in session.

GRANTS – \$20,000 was received from the United Way of Cowlitz County to support the Behavior Support Program. This is a \$5,000 increase from last year. The decision by the Community Foundation of Southwest Washington has yet to be determined. The grant was written to support our ABCD program.

EVENTS – Head Start and the Early Learning Center are partnering to hold an Early Learning Forum which will be held on campus June 6th from 4-6:00 pm. The film *The Raising of America* will be viewed. It is the first film in a five part series on early learning and the child care crisis. There will also be a state of the children report given by Southwest Washington Early Learning Coalition.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

Sue Orchard, Vice President for 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 Marthaller, Disability Support Services

Roxana Ahmadifard, Student Programs



CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRiO took 8 students on a three day visit to CWU, EWU, WSU, and Gonzaga to tour the campuses and attend presentations on the transfer process, admissions, and financial aid, as well as participate in several student panel presentations.
- TRiO took 8 students to WSU Vancouver for Preview Day and a campus tour where they received admissions, financial aid, and scholarship information.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- With the FAFSA IRS Data Retrieval Tool unavailable until September 2017 (the tool that allows students and parents to import their IRS information the FAFSA), the financial aid office is working with Publications to create a tip sheet to assist students in successfully navigating the IRS.
- The Department of Education has steadily decreased the verification requirements over the last few years from six verification groups that a student may fall into down to three. This means the burden on students and families to provide information over and above that FAFSA has lessened.
- Early FAFSA, which was available on October 1, 2016, three months earlier than previously allowed and using the income reported to the IRS from the previous April, has translated into higher numbers of students completing the FAFSA. It's apparent this change has made the application process much easier for most parents and students.
- April is Financial Literacy Month. The Financial Aid Office is working with our literacy provider, SALT, to encourage students to sign up for this free service to learn more about how to navigate personal finances.
- Off-site testing has taken place at Toutle Lake and Castle Rock high schools and is currently scheduled with Kelso high school. Mark Morris seniors are coming to the LCC testing office for placement assessment. Wahkiakum and Rainier high schools have expressed interest but have yet to set a date. Included in the off site testing is review of LCC "First steps", overview of funding options for college, multiple measures for placement in college courses at LCC, and New Student Orientation signups for high school seniors.
- TRiO front desk staff began a calling campaign to touch base with all TRiO students who haven't met with their advisor yet this quarter. Appointments are being scheduled, and students are being referred to resources on campus and off as needed.
- Staff from the Registration office will be participating in a ctcLink best-practice development workshop focused on student admission May 17-19 at the State Board office in Olympia. Preparation is underway to create process diagrams regarding the general admission process for submission. Process diagrams from all Washington community and technical colleges are required prior to participating in the workshop to potentially identify standard configuration values.
- Disability Support Services presented to twenty five students from Rainier High School on April 20th about the differences between high school and college accommodations. There was also a tour of the facilities in an effort to outreach and build relationships with neighboring districts.
- Disability Support Services presented to eighteen students from Woodland High School on April 27th in an effort to transition and prepare them for college. There was also a tour of the facilities and presentations from Welding, Music, Fire Science, Auto/Diesel, and Early Childhood programs.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- 26 LCC student services staff attended the 2017 Washington State Student Services Conference in Tacoma, Washington April 26-28. The theme was: *The Student Experience: Focus on Equity, Diversity*

and Inclusion. Dani Trimble and Katie Sully presented a breakout session entitled: *Two Generation & Family Centered Approaches in Student Services*

- Members of the Title IX team have been meeting with faculty groups and other departments to provide a refresher training of Title IX requirements.

TOPICS OF INTEREST

ENROLLMENT

- Enrollment as of close of business 4-21-2017:
- State FTE for spring quarter is 1969, compared to 2108 on the same date last year (-6.6%).

RECOGNITION/PERSONNEL

- Jodi Dahlke, Director of TRIO Student Support Services, received the 2017 Crystal Apple Award for Higher Education Support Person of the Year from the Kelso-Longview Chamber of Commerce

STUDENT ACTIVITIES/ATHLETICS

- Applications for all officer positions for ASLCC 2017-18 opened on Friday, April 7th. Applications will remain open until Friday, April 28th. ASLCC held info sessions on April 7, April 13, April 18, and April 24 for prospective new student government members. Applicants will interview in early May and the ASLCC Selection Committee will make their final choices before Red Devil Days, where the new student government members will take the Oath of Office.
- ASLCC closed the applications for Hall of Honors on April 17th. Students were nominated by faculty and staff in a number of categories, including academic achievement, athletic excellence, and service to LCC. The Hall of Honors committee will be meeting in the coming weeks to determine the recipient of the 2017-18 award.
- ASLCC held a social event for co-curriculars, organizations, and clubs on April 12th. Around 30 students and advisors from the various CCOCs attended to socialize and plan future collaboration.
- Softball Spirit Night was held on Friday, April 21st at Tam O'Shanter park. ASLCC held a raffle for prizes, and handed out LCC swag as they cheered on the Red Devils. A similar event will be held for baseball on Saturday, May 6th.

UPCOMING EVENTS AND IMPORTANT DATES

- May 1-Summer registration begins
- May 6-ASLCC Baseball Spirit Night
- May 22-Summer quarter admission deadline for degree/certificate seeking students
- May 24-Priority deadline for summer Financial Aid
- May 26-Last day to withdraw from spring quarter classes
- May 26-Veterans and dependents priority registration for fall quarter
- May 29, 2017 – Memorial Day, Campus Closed
 - May 30-Priority registration begins for fall quarter
 - May 30-31-ASLCC Red Devil Days
 - June 5-Open registration begins for fall quarter
- June 9, 2017 – Last day of Instruction/Spring
- June 9-ASLCC Relaxation Day
- June 13-15, 2017 – Final Exams/Spring
- June 16, 2017 – Commencement
- June 19, 2017 – Grades Due by 2:00pm

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

May 2017

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Capital Projects

Main Remodel Project

- Bids were opened this month 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. Big Rock Construction out of Tumwater, WA was the low bidder. While not scheduled, the kickoff meeting with the contractor should take place in a few weeks.

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 2nd Floor Construction

- This project is nearing completion. Carpet has been installed and we are now waiting for furniture to arrive. The generator has been installed, we are waiting for the SW Washington Clean Air Agency to issue us a permit to start the generator up and test it.

Information Technology Services

- IT Services setup additional outside wireless access points for network access between buildings.
- IT Services improved the speed at which both local and remote database servers synchronize with each other; tables are processed asynchronously now instead of one at a time. This resulted in a significant decrease in downtime, especially for the Advisor Data Portal.
- IT Services implemented a new Service Desk database that allows customers to track individual cases and solutions.
- IT Services implemented a new Knowledgebase of tech support articles to help customers find the answers they need without having to submit a service request.
- IT Services migrated the oldest database servers from operating systems no longer supported by Microsoft to ones that support the latest security standards.
- IT Services improved security on the FMS Query databases.

Emergency Preparedness

- The Emergency Preparedness group has been working to increase the noticeability of our emergency notifications. We are hoping to perform another system-test in the near future.
- Outlines and materials for the upcoming Emergency Building Coordinator (EBC) session are being developed for the May 3rd meeting.

Safety & Security

- Jason Arrowsmith completed a comprehensive training on Title IX interviewing techniques (04/26 & 04/27).
- Air quality testing has begun in the welding laboratory in the Vocational Building. Results of initial testing in the area demonstrates ventilation to welding booths is working per design specifications.
- Water quality samples are continuing to look for lead contamination across campus.
- Janel Skreen will be renewing her Dangerous Goods Shipping credentials required by DOT (05/02/17).
- The worm-bin composting course that was offered as a part of “Earth Week” on campus was a success with over twenty attendees.
- All chemical fume hoods in the Health and Science Building have been re-certified.
- Two shipments of dangerous waste were sent for disposal in April.

Enterprise Services

Fitness Center

- We are continuing our Spring sessions of community climbs with Montessori PE curriculum, and Wee/Youth Climbing through parks and rec this May. Montessori runs twice/week for four weeks. Wee/Youth runs every Saturday for 4 weeks.
- Continuing Ed is adding two more fitness classes this upcoming Fall so we’ll see even more activity in the Dance 210 room.
- The current number of memberships for staff/faculty and guests is 122. That has been our average for the last three quarters so we expect this to be consistent. We’ll track alumni association member sign ups to monitor the impact of those new memberships.

Bookstore

- The Bookstore is in the process of taking over the student and staff ID printing. Starting July 1st, students and staff will be able to get their ID’s during normal bookstore hours of operation. The bookstore is also working with MBS and Follett in an attempt to start an in-store book rental program.

Food Services

- Food Services is looking at making some changes to the layout of the cafe, so any recommendations and/or ideas would be greatly appreciated.
- The bookstore, food services, and the fitness center are all going to offer discounts to alumni association members. Stay tuned for details.

Campus Services

Maintenance

- 178 work orders were generated in the month of April, of which, 113 were completed. A total of 189 work orders (including those generated prior to April 1st) were completed in April.
- The Story Field bleachers were pressure washed this month. They are now moss-free and ready for a fresh coat of paint! Painting is set to be complete by the 2nd week of May.

- Dave Gomez inspected the bleacher structure and will replace the support that is east of the stairway. All other supports were inspected and deemed secure.
- The air compressor in Don Talley received a new filter this month and faculty report it is operating at full capacity.
- The layout of the HVAC system in Head Start and the Early Learning Center is being inspected for possible relocation. Rooms 102, 104, 106, 108, 111, and 112 would be affected. This relocation would possibly ameliorate any heating/cooling issues in those departments.

Grounds

- David Moenck assisted Amber Lemiere & Louis LaPierre in planting two new trees on campus for "Arbor Friday." Be sure to keep an eye out for one by the Library and the other in the Heritage Grove near the Rose Center!
- David has been asked to take care of the grounds at the newly acquired 20th Ave. apartments.

Custodial

- One more part-time custodian was hired this month (in addition to the four hired last month). They are learning quickly and have helped to further take some of the burden off of the full-time crew.
- Unfortunately, we are losing Alissa King, part-time custodian for the Fitness Center, to the Parks & Rec. at the City of Longview. We appreciate her 5.5 years of service and will miss her greatly! Congratulations, Alissa!
- Cindy Moenck has been hired as a full-time custodian and we are very grateful to have her on board! She is taking Lyda's place, who continues to work part-time on the custodial crew.
- 95% of the paper towels and paper towel dispensers have been changed out on campus. Keep an eye out for the new red and blue dispensers with the LCC Logo! (Head Start facilities are the only locations that will remain using the older Enmotion paper towels & dispensers.)

Key Shop

- 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.

Print Shop

- 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.

Central Services:

- 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!

- 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. It's working beautifully!
- A surplus sale is scheduled for Saturday, May 13th. A mailer will be sent out soon along with a campus e-mail. Be sure to check it out!

Athletics

- The Lower Columbia baseball team is in first place in the West Region and is ranked #2 in the entire NWAC Conference.
- The LCC softball team has had to endure a massive amount of rain this season and many of the games were postponed. The team and coaching staff had to work eight hours on Saturday April 22 to get the field ready to play through rain showers. The team showed great resolve to dry and sculpt the mud in order to play two games with Mt. Hood
- 26-year head men's basketball coach Jim Roffler retired following the Red Devils third place finish. Roffler was a 12 time region coach of the year and two-time NWAC coach of the year. His teams won 546 games with a winning percentage of 70 percent. The interest by prospective coaches is high as the process for replacement will take place in the future.
- 58 high school athletes have signed letters of intent to attend LCC in the 2017-2018 school year.
- Preparations are already underway for the 2017 NWAC Baseball Championships which will be held at Story Field May 25-29.
- The LCC Athletics overall GPA for the winter was 3.14.

Finance Office

Audits

- The SBCTC Internal Auditor has finished their review of ABE, BFET, JobSkills, Perkins, Work First, and Worker Retraining. We do not have the final report yet, but were told there was only one area of possible concern and that was the time & effort tracking.
- The State Auditor's Office will begin our audit of the FY16 Financial Statements in July of 2017. The Finance Office is currently finishing these statements.