

**OPERATIONS COUNCIL
MINUTES
June 12, 2017
Heritage Room**



1. UPDATE ON GOALS

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

*Meeting Canceled –
Departmental Reports
Attached*

President Chris Bailey

Hahli Clark, Corporate and Continuing Education
Wendy Hall, Effectiveness and College Relations
Kendra Sprague, Human Resources and Foundation

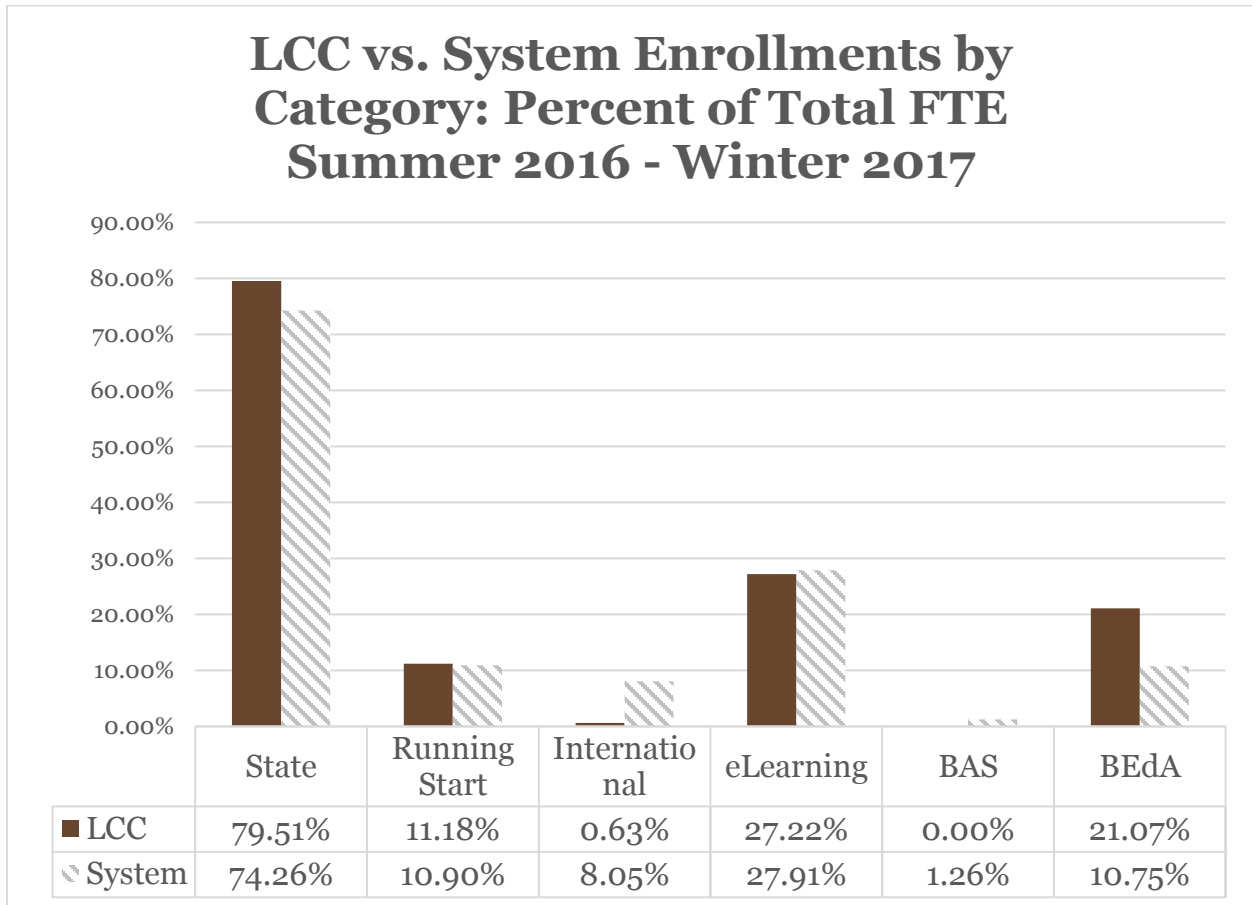
CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Corporate Training delivered a leadership training to OI Kalama as part of the JSP grant. This training focused on motivating yourself and others as well as time management delegation. 18 new managers participated in the training. Corporate Training has started three new job profiling projects for local industry to help develop hiring practices and training plans for new supervisors in a manufacturing setting. The partnership currently includes three positions at the OI Kalama Glass Plant.
- In partnership with the Diesel Technology Advisory Committee, Corporate & Continuing Education hosted 65 area high school students at diesel day. Students were exposed to the LCC program and options for extending their education after high school graduation as well as touring a local business to get hands on experience with heavy equipment.
- Corporate and Continuing Education delivered a day of training to Cowlitz County Health and Human services. 37 participants learned about communication, conflict resolution, teambuilding, and creative problem-solving.
- Corporate and Continuing Education partnered with Cowlitz County elected officials to host youth and government day. The local Elks provided lunch and an opportunity for professional networking. 20 area high school seniors spent the day job shadowing elected officials in various roles and learned about different county services including elections, our judicial system, and the department of corrections.
- The Career Success program wrapped up this month serving 16 LCC students in developing professional networks, participating in mock interviews, and learning about the world of work from local employers. Students were also able to purchase interview clothing and tools that they will need upon entering the workforce.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- Enrollment Comparison – comparison to the Washington CTC system, LCC has accrued more State and Basic Skills (BEdA) FTE than average so far in 2016-17. Conversely, we have accrued substantially less than the system average for both International and Applied Baccalaureate (BAS) FTE.



- The 2017 Student Satisfaction Survey results show that student satisfaction with many services increased between the spring of 2017 and the prior year. For example, the proportion of students who agreed or strongly agreed increased in the following areas:
 - Staff at the Entry Center (first point of entry in the Admissions Center) gave me accurate information (89% to 95%)
 - The service that I received from the Registration Office was efficient and timely (87% to 89%).
 - The service I received from the Financial Aid staff was efficient (e.g. I got just the forms/information I needed) (70% to 74%).
 - The service I received from the Financial Aid staff was prompt (e.g. I got the information/forms I needed in a timely manner) (70% to 73%).
 - The instructions I received from the Financial Aid staff for completing the forms and providing information were clear (71% to 75%).

- The service I received regarding the payment plan program was prompt (and helped me resolve my questions/problems in a timely manner (70% to 74%).
- The payment plan program helped me obtain my educational goals (60% to 70%).
- The instructions I received from the Business Office staff regarding the payment plan program were clear (52% to 66%).
- Talking with an LCC career specialist in Career and Employment Services has made me feel more confident about my career plans (71% to 76%).
- I feel safe walking the LCC campus at night (66% to 72%).
- In general, I am satisfied with the times classes are offered at Lower Columbia College (82% to 86%).
- In general, I am satisfied with the availability of classes at Lower Columbia College (81% to 85%).
- LCC's online course management system (CANVAS) supports my study and learning needs (80% to 93%).
- I am able to get the help I need to work in LCC's online course management system (CANVAS) (74% to 88%).
- I am satisfied with the quality of online courses at Lower Columbia College (78% to 85%).
- I can find the information I need on the LCC Website (84% to 93%).

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Human Resources welcomed and oriented all new full and part-time employees. The recruitment process continued the month with Art and Welding faculty interviews. President Bailey hosted the spring quarterly conversation with the President for Classified Staff. Title IX Team provided small-setting information sessions with the Natural Science Department, Math Department, & Student Services Council. The FERPA Law Room course for all faculty and staff is being offered this quarter. TIAA-Cref was on campus for three days providing individual retirement counseling for faculty and staff. HR hosted another "supervisor & scones" session. In this session, HR presented training to supervisors on conducting the evaluation process and incorporated lively Q&A for supervisors. Quarterly Classified Awards were presented at the annual Staff Breakfast. The honorees this year were: Rachel Mistic – Sunshine Award Summer Quarter; Melissa Falter – RA! Award Fall Quarter; Hoa Le – Extra Mile Award Winter Quarter; Steven Boyer – True Blue Award Spring Quarter.
- Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit. The Red Devil Wellness committee is currently working on program planning for the 17-18 year.
- **Accreditation** - Work related to the fall 2018 Year Seven Report and Visit is ongoing. In addition, NWCCU change requests are pending for the following:
 - Proposed new programs:
 - Homeland Security Emergency Management AAS (effective fall 2017)
 - Auto Tech Maintenance/Light Repair – COP (effective fall 2017)
 - Biology DTA/MRP (effective fall 2016)

- Proposed program suspensions/terminations:
 - Engineering Academic Plan AS-T (effective fall 2017)
 - Technology DTA/MRP (effective spring 2017)
 - CAD
 - Fire Science
 - ICP

- **ctcLink news** - The following information was provided by the SBCTC on May 31 and distributed to all LCC employees:
 - The Delaware federal bankruptcy court awarded HTC Global Services Inc. the Ciber Inc. assets by way of auction for \$93 million.
 - In the 603-page bankruptcy decision and sale document approximately 200 Ciber contracts and agreements were excluded from the purchase. Our contract was one.
 - The final transition and closing date for the sale is tentatively scheduled for June 8.
 - At the time of the sale Ciber Inc. had about 2,200 employees and about 315 independent contractors.
 - SBCTC staff has been working with CenturyLink to assume responsibility for the PeopleSoft managed services function in a new agreement. CenturyLink currently owns and hosts the PeopleSoft infrastructure and is performing much of this work as a subcontractor to Ciber.
 - This is the last week Ciber staff will be in the SBCTC office. As you might expect Ciber staff have been leaving the company over the last few weeks due to the uncertainty of their positions with the company.
 - We have not heard of any Ciber staff on the ctcLink project being offered future employment with HTC.
 - A few key Ciber staff live in our area and have expressed interest in continuing with us on the project. We are exploring these options.
 - The Attorney General's Office has the lead on the lawsuit that was filed against the State of Washington with the bankruptcy court. Some discussions with Ciber's bankruptcy attorneys have taken place in this regard.
 - Remediation on our project for the FirstLink colleges continues.

- **Foundation:**
 - The Scholarship review process is now complete. The awarding of \$370,000 in scholarships will begin in June and continue over the summer until all awards have been accepted. Award letters are sent to applicant's LCC student email accounts and have two weeks to accept.
 - The Exceptional Faculty Grant Committee reviewed all of the grant applications and awarded \$49,623 to fund 15 projects with an additional \$12,600 for nursing projects and an additional \$22,777 for the VP of Instruction's projects for the 2017-18 year. The Foundation Grant committee reviewed the grant applications and awarded \$50,000 to staff and faculty to fund 17 projects for 2017-18 year.
 - The Employee Giving Campaign (Let's Go! Let's Grow!) Kicked off on April 25 during All-Staff and ran through May 12. Fifteen employees committed to growing their contributions and five employees started new contributions. We grew by 15.4

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
Vacant, Finance

June 2017

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Capital Projects

Main Remodel Project

- Phase 1 work began mid-month and is progressing on schedule. Phase 2 bids will be opened mid-June to allow us to award the phase 2 project prior to July 1st to meet Dept. of Treasury timelines. Phase 2 work is scheduled to begin October 2017 at the conclusion of phase 1.

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 pretty much complete. We are awaiting furniture delivery and installation to schedule the office moves. The generator has been tested and powers the building as designed.

Information Technology Services

- IT Services configured the emergency notification system so that computers are now included in the methods for notifying people when emergencies occur.
- IT Services migrated one of the oldest file servers from an operating system that is no longer supported by Microsoft to one that supports the latest security standards (studentsrv).
- ITS setup a network monitoring server to monitor basic services and report outages.
- Hours supporting ctclink in May: 4

Emergency Preparedness

- The Emergency Preparedness group has been working to increase the noticeability of our emergency notifications. We will be conducting another test the afternoon of June 12th.

Safety & Security

- Sue Orchard, VPSS presented a training regarding BIAS based reporting to the Security Team on 05/31/17. This training focused on diversity consciousness as well as the proper way to address reports of BIAS based incidents.
- Work continues on the new emergency notification system. Initial testing in RCA is scheduled for 06/12. Additionally, several new clocks/speakers are being installed.
- Security Team member Samantha Wirfs has tendered her resignation effective May 31. A search for her replacement has already begun.
- EBC recruitment went well and the first EBC informational meeting was completed 05/03/17. EBC backpacks have been delivered and training has commenced.
- Several incidents involving motor vehicles in the LCC parking lots were reported in May. The new camera system has been extremely helpful in sorting out the details of many of these incidents.
- LCC completed our third safety consultation with Labor and Industries 05/25/17. Several suggested actions were made with regard to our Accident Prevention Plan and our fall prevention strategies.
- A honey bee swarm was successfully captured without incident in a bait box that was placed on the roof of AAR. There is also a bait box currently located on the roof of DTV.
- Additional plumbing fixtures have been taken offline due to lead level found during laboratory analysis. These fixtures include: sinks located in SCI 102 and 102a. These fixtures will remain offline until further testing is completed according to our water testing protocol.

Enterprise Services

Fitness Center

- Wee Climb numbers are still climbing and will continue to do so thru the summer. We recently updated the climbing wall with new ropes and two auto-belays, which allow staff and students to climb without having to be belayed by a staff member. Feedback from students regarding the fitness center and the rock wall have been overwhelmingly positive.

Bookstore

- The bookstore is conducting their annual inventory this week and has been closed for business. For the last three years, the annual inventory shrinkage is .45%, which is five times below the industry average. We are planning to roll out an in-house rental program this fall. The student and staff ID printer will be moving over to the bookstore in the next few weeks.

Food Services

- We are discussing the possibility of opening a coffee kiosk in the Learning Commons.

Campus Services

Maintenance

- 203 work orders were generated in the month of May, of which, 99 were completed. A total of 122 work orders (including those generated prior to May 1st) were completed in May.
- The Story Field bleachers were pressure washed last month to prepare them for a new coat of paint this month. In addition to the bleachers, the baseball field fencing, party deck, and even the trash bins received a new coat of paint and sealant as well. Everything was looking fresh and new just in time for the NWAC tournament over Memorial Day weekend. Congrats Red Devils!!
- Dave Gomez inspected the structure under the baseball field bleachers in preparation for the NWAC tournament and replaced the support that is east of the stairway. All other supports were

inspected and deemed secure. No issues were reported with the influx of spectators for the tournament.

- 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 and the rest of the grounds crew spent considerable time cleaning up around the baseball field to get it ready for NWAC. They hung flower baskets, raked the bark, weeded the gravel, blew the stands clean, assisted maintenance with the pressure washing, and fixed a broken irrigation valve.
- In addition to all the NWAC prep-work, grounds also monitored and emptied the garbage cans during the tournament to prevent overflow and keep everything looking tidy.
- David continues to take care of the grounds at the newly acquired 20th Ave. apartments as well as the baseball field. He's been working diligently to ensure all additional responsibilities are taken care of without detracting from his current duties.
- Be sure to look out for the two new dogwood trees that the grounds crew planted near the quad! They fit in nicely and look bright & cheery as we come into the summer season.

Custodial

- Custodial assisted both maintenance and grounds staff in the management of the NWAC tournament this month. The baseball field restrooms were cleaned and restocked after every game over the weekend, the garbage cans were closely monitored and emptied as well.
- Maggie Berryman is training and supervising 18 part-time custodians. They are learning quickly, working out the kinks, and discovering the different needs/priorities of each building on campus.
- Cindy Moenck covered the Student Center day shift while Dave Rukkila was out. She did a great job and ensured nothing went amiss during the day in Dave's absence.

Key Shop

- Kaylyn Smith continues to audit employee assigned 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/Central Services

- Dan Hines worked extra hours this month while Minel was on vacation. He did a great job covering the print shop and more!
- The Print Shop is getting ready for commencement. Printing will "commence" once the final version of the program is received. We are expecting to print over 1,000 programs this year. This is always a huge undertaking for the Print Shop, but very much appreciated by commencement attendees and graduates!

Athletics

- The Lower Columbia College baseball team won the 2017 NWAC Championship on Monday May 29th. The Devils defeated Everett in the final game to earn the school's 12th baseball championship. The championship tournament at Story Field went off without a hitch and the community seemed to enjoy the outstanding competition under sunny skies. The student/athletes themselves were the stars of the event volunteerism. We also thank the other campus community

members who gave up time to help with the event. The tournament will return to LCC in 2018 and 2019.

- The LCC softball team played very well at the NWAC Championships in Spokane, taking 7th place. The Devils elevated their game and competed well, while also representing the college with class.

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 on June 12, 2017. The statements are complete and will be released once they are audited. This audit will take approximately a month to complete.



OPERATIONS COUNCIL REPORT

2016 – 2017

INSTRUCTION

June 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 Corporate & Continuing Education continues to offer testing services for employers including Longview School District, NORPAC, Nippon Dynowave Packaging (formerly Weyerhaeuser), Cowlitz County, Armstrong World Industries, Emerald Kalama, and Cowlitz 2 Fire & Rescue. Each of these entities have been in a hiring phase the first quarter of 2017 with more than 250 individuals tested. Tests include the ACT WorkKeys skills Applied Math, Workplace Observation, Teamwork, Applied Technology, Reading for Information, Locating Information and Business Writing. Other tests include skills testing in Excel, Word and a typing test. Tests are offered in collaboration with Student Services and the Admissions Building Testing Center.
- Thirty Cowlitz County Health & Human Services employees participated in a “Conflict and Communication” professional development workshop May 4th. Corporate & Continuing Education staff members Hahli Clark and Heidi Hamer conducted the Meyers-Briggs (MBTI) training, which was a continuation of a MBTI Work Teams session delivered in February. Both Hahli and Heidi are MBTI Certified instructors.
- Corporate & Continuing Education delivered industry certification training for the following in May: Department of Transportation Traffic Flagger Certification, 7 certified; Nurse Delegation and Nurse Delegation/Diabetes, 4 Certified Nursing Assistants from Community Home Health and Hospice successfully completed; Department of Licensing Commercial Driver’s License (CDL), 4 certified; regulatory safety training, AHA CPR/First Aid/AED, Bloodborne Pathogens, City of Longview, 24 trained.

Core Theme II: Transfer & Academic Preparation

- Elena Ross and Jessica Kooiman attended the Washington State Dietetics Conference in Yakima.
- Lucas Myers and Becky Connolly presented at the Washington Canvas Conference on using outcomes in courses.
- Rhonda Meyers attended the HAPS (Human Anatomy and Physiology Society) conference in Salt Lake City on May 25th through 29th.

Core Theme III: Student Access, Support & Completion

- On May 4th, Nursing 251 held a Safety and Health Fair for the Early Learning Center Children. There were between 40 and 50 students with a focus on taking care of teeth, sidewalk safety and animal safety.
- Students taking the Certified Medical Assistant exam during the time period of September 16th through December 16th had a pass-rate of 100%.

- Katrina Fuller and Adam Wolfer were co-presenters for the STEM breakout session at the Spring Preview Night May 16th.
- Becky Connolly assisted in the Bridges to College English and Dawn Draus for the Bridges to College Math community meeting.
- In cooperation with the LCC advising team, Transitional Studies Program Coordinator, Alé Sanchez has been available at New Student Orientations to offer an immediate start for new LCC students. With Alé's assistance, students can sign up for open-enrollment and late-start Transitional Studies classes. Rather than waiting for the following quarter to start, students can start improving their math and English skills, immediately. The smart start in Basic Education for Adults (BEaA) saves students both time and money.
- Transitional Studies staff and CASAS Cadre members, Anne-Marie Klein, Rheannon VanCleaf, and Theresa Stalick attended a National Reporting Service (NRS) Data Quality & Reporting Training at Renton Technical College on May 10th. A required pre-requisite for the 2017-19 Data for Program Improvement (DPI) project, this training offered an overview of the federal reporting under WIOA, NRS changes, and how the federal agencies, state agencies, and local provider data are related. During the course of the workshop, participants reviewed their program's data system, discussed what is needed to maintain valid and reliable data, and had a chance to share with peers.
- Ann Williamson is working on the Applied Bachelors in Elementary Ed/Early Childhood Endorsement.
- Klint Hull and Mary Hebert led a field trip to Mythic Escapes for the student Science Fiction Club.
- So far this quarter, reference librarians taught 25 class sessions and workshops to 423 students; tutors facilitated 574 appointments; and the Learning Commons provided support for 1,096 questions.
- Lindsay Keevy collaborated with Amber MacLaren to offer three APA Brown Bag workshops to nursing students and faculty. The sessions covered formatting tips, citation rules, and helpful resources. Sessions were recorded with Panopto.
- OER: Three additional instructors have adopted OER for fall 2017: Don Derkacht, Elisabeth Hegeman, and Louis LaPierre. The library plans to establish its own OER repository in Canvas to maintain, store, and provide access to LCC's OER resources. Ninety-nine class sections will be using OER in fall 2017.

Core Theme IV: Institutional Excellence

- Community Conversations is continuing its series on culture, addressing such topics as social class, culture shock, racial identity, academic culture, and disability culture. Over 60 people are attending each week. KLTV is recording the events to broadcast on their station.
- Louis LaPierre and Amber Lemiere planned Earth Week and offered a workshop for 8 employees regarding indoor plants and air quality.
- Amber Lemiere was nominated for the Pillars of Strength Higher Education Educator of the Year.
- Katrina Fuller was nominated for the Pillars of Strength Higher Education Educator of the Year.
- Louis LaPierre and Amber Lemiere were awarded the 2017 Crystal Apple award for Higher Education Teacher of the Year, sponsored by the Kelso/Longview Chamber of Commerce.
- Ann Williamson met with Dr. Sara Paul, director of Qwest Academy and Marlene Gonzalas, TREC (educational funding/cooperative). Qwest would like to hire out of our ECED/EDUC programs and be a practicum/experience site. TREC can offer tuition for those participating. This presents an exciting new partnership with many opportunities for LCC students.
- Heidi Carmody, Sarah Griffith, and Lindsay Keevy hosted a table during College Preview Day (May 16th) where prospective students were able to learn about events and resources the Learning Commons provides.
- Troy Farnham and Louise Choate attended a 4-day workshop in preparation for the library's switch to Alma, the new integrated library system. The workshop took place in Seattle from May 1st through May 4th and covered the following topics: technical services, acquisitions, cataloging, circulation, course reserves, and Primo. The library will go live with Alma this July.
- Lindsay Keevy and Andrea Gillaspay Steinhilper attended an Open Educational Resources workshop in Vancouver, Washington on May 12th. The workshop highlighted ways librarians can incorporate information literacy and OER into their own classroom sessions.

- Heidi Carmody attended a one day NWCRLA (Northwest Chapter of the College reading & Learning Association) conference in Portland, Oregon on May 13th. The conference covered the following topics: creating student success via intercultural community building; professionalizing tutoring; bridging the gap between student work and future careers; and orientation and tutoring services: a partnership that builds community learning assistance centers and peer assistance programs.
- The Drama Department will present the play *Antigone*, by Sophocles, May 26th through June 3rd. Rehearsals have been augmented by the expertise of two specialists working with the cast of 18, music consultant Kurt Harbaugh and movement coach Natasha Kreitzer, making this a wonderful experience in collaboration and creation.

Topics of Interest

Recognition / Personnel

- Courtney Shah had an article accepted by the Oxford Research Encyclopedia of American History (forthcoming) on “Race and Gender in Sex Education in the 20th Century”.
- Merry Bond, Nursing faculty, spent the break between winter and spring quarters on medical mission in southwestern Haiti. She shared her observations and experiences from her trip with faculty and staff at a noontime presentation on May 17th.
- LCC’s Early Childhood Education department hosted an event at the Children’s Discovery Museum located inside Three Rivers Mall on May 21st. The theme was “Castles Around the World” and allowed hands-on play and discovery featuring science and imaginary play activities centered around castles for close to 100 children (families).
- National Nurses Week was celebrated by LCC’s Nursing faculty and students May 6-12th.
- Ann Williamson, Early Childhood and Education faculty, has been asked to be the SBCTC representative on a board from the governor’s office to create career pathways for paraeducators; determine the hiring qualifications and ongoing education requirements. The duration will be four years with the opportunity for an additional four years.
- The Science of Pottery STEAM Workshop with Instructor Pei Pei Wallace was held on May 13th. The event was hosted by LCC Corporate and Continuing Education and funded through the LCC Foundation. Students learned about types of clay, temperatures of firing, and types of glazes while working on their own creations. Students were challenged to make a coil pot as tall as possible without collapse. The second half of the day was spent in a team challenge. Group projects were judged on Creativity, Detail, and Stability.
- Corporate & Continuing Education hosted “Diesel Day” a half day event focusing on careers in diesel/heavy equipment technology. More than 60 students from Toutle Lake, Castle Rock, R.A. Long, Wahkiakum, Three Rivers Christian and Kelso high schools participated in the event. The event kicked off with a tour of LCC’s diesel labs lead by LCC diesel instructors, then moved to Camas, Washington for a tour of Excavator Rental Services (ERS) grounds where they learned about the many types of diesel equipment used for both residential and commercial projects. ERS staff described equipment uses to the students, shared information about careers in the diesel technology field, and provided information about ERS’ scholarship and apprenticeship program. Jerry Sauer, owner of ERS, is the current chair of the Diesel/ Heavy Equipment Advisory Committee. Diesel Day was funded by a Perkins Leadership Block Grant.
- Rachel Mystic received the Sunshine Award at the quarterly classified awards staff recognition breakfast on May 24th.
- LCC Student Andy Zahn has been selected to be a featured artist in Longview’s Broadway Gallery for the month of June, showing his photography. The opening reception will be June 4th, 5:30-7:30pm.

Upcoming Events

- **June 1**, 12 pm - 1 pm, Community Conversations: “Just act normal, that’s crazy enough! A Firsthand Comparison of Dutch and American Cultures” with Stefan Rijnhard, Health & Science Building Laufman Lecture Hall (HSB 101)
- **June 1**, 7:30 pm - 10 pm, Center Stage Presents: *Antigone*, Rose Center for the Arts Theatre (RCA 131)
- **June 2**, 10 am - 4 pm, Student Art Exhibit, Rose Center for the Arts Gallery (RCA 110)
- **June 2**, 11 am - 3 pm, PRIDE @ LCC Festival, Pavilion and Student Center
- **June 2**, 11 am - 1:30 pm and 7:30 pm - 10 pm, Center Stage Presents: *Antigone*, Rose Center for the Arts Theatre (RCA 131)

- **June 2**, 1 pm - 2 pm, Degree/Career Planning with Brian Sharp, Admissions Building Career Center Lab (ADC 120)
- **June 2**, 7:30 pm - 9:30 pm, Symphonic Band Presents *Noah's Ark*, Rose Center for the Arts Wollenberg Auditorium (RCA 123)
- **June 3**, 10 am - 6 pm, 27th Annual International Festival, Student Center
- **June 3**, 12 pm - 2 pm, NanoCon International Film Festival, Rose Center for the Arts Wollenberg Auditorium (RCA 123)
- **June 3**, 7:30 pm - 10 pm, Center Stage Presents: *Antigone*, Rose Center for the Arts Theatre (RCA 131)
- **June 4**, 2 pm - 5:10 pm, National Theatre Live Presents: *Rosencrantz & Guildenstern Are Dead* by Tom Stoppard, Rose Center for the Arts Wollenberg Auditorium (RCA 123)
- **June 5**, 1 pm - 2 pm, Future Career Trends with Steven Chapman, Admissions Building Career Center Lab (ADC 120)
- **June 6**, 10 am - 11 am, Garden Work Party, Richard Kelley Learning & Healing Garden
- **June 6**, 11 am - 1 pm, Student Government Executive Council Meeting, Student Center - ASLCC Clubs & Org Room (STC 216)
- **June 6**, 7:30 pm - 9:30 pm, Jazz Ensemble Concert, Rose Center for the Arts Wollenberg Auditorium (RCA 123)
- **June 6**, 4 pm - 6 pm, LCC will host the Local Forum for Southwest Early Learning Coalition (SWEL) in Laufman Lecture Hall. President Bailey will be giving the welcome. Community members are invited to view the documentary "Raising of America". The forum will conclude with a call to action on how to support early childhood/children and families in Cowlitz County.
- **June 7**, 3 pm - 4 pm, Emotional Intelligence at Work with Heather Wooldridge, Admissions Building Career Center Lab (ADC 120)
- **June 9**, 7:30 pm - 9:30 pm, Choir Concert: *LCC Choirs Rock!*, Rose Center for the Arts Wollenberg Auditorium (RCA 123)
- **June 12**, 7:30 pm - 9:30 pm, Mark Morris High School Spring Choral Concert, Rose Center for the Arts Wollenberg Auditorium (RCA 123)
- **June 13**, 10 am - 11 am, Garden Work Party, Richard Kelley Learning & Healing Garden
- **June 16**, 6:30 pm - 9 pm, 2017 Commencement Ceremony, Kelso High School Schroeder Field
- **June 16**, 7:30 - 9 pm, Alumni Reception, Kelso High School Quad
- **October 14**, LCC will host the 6th Annual Birth-Kindergarten conference planning at the Rose Center and surrounding buildings. 200 + participants are expected.

Auxiliary Program Head Start

Personnel: Leah Sanchez has been hired as the new Administrative Services Manager. Leah will be returning to Head Start after working in the registration office. Leah has a BA in Human Resources Management and Personnel Psychology from Washington State University and a Master's Degree in Management and Organizational Leadership from Warner Pacific College.

Head Start Duration Grant: Three classrooms will be converted to the six hour model in the next program year. The classrooms will be located at Barnes, Catlin and Memorial Park. The new facility at Barnes Elementary, north of the current facility, is still a work in process.

Enrolling now for 17-18: There are openings for about 300 children for the 17-18 program year. The intake team has started enrolling families. Presentations at community agencies and family recruitment through canvassing neighborhoods is ongoing.

UCLA Leadership – Suzanne Boursaw has been accepted into the Mentor Program for new Head Start and Early Head Start Directors. The training will be held on the UCLA campus June 7th through June 9th.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

Sue Orchard, Vice President for Student Success

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

- 29 of 36 TRIO Student Support Services graduates are planning to transfer to a four year institution to earn a Bachelor's degree.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Directed Self Placement (DSP) is completed in our functionality phase. DSP is correctly working to our standards regarding English placement for English 97, 98, 110 & 101. The next phase in the fall is to update the videos thanks to a Foundation Grant the English Department requested and to tackle statewide reciprocity.
- New Student Orientation (NSO) is on a 9% increase for scheduling pace compared to 2016. This data is through 10 NSO's, 13 remain with summer as an option.
- Off-Site testing is completed. Schools that participated were Kelso, Toutle, Castle Rock & Rainier. 75 seniors have attended an NSO and are registered as a result of Off-Site Testing compared to 16 (Kelso) in 2016.
- Chad Meadors attended College Signing Night at Kelso High School where 14 graduating Kelso students committed to LCC.
- The financial aid office is working on an automated project to proactively reach out to financial aid students who indicated they were interested in student employment on their FAFSA.
- The Outreach & Enrollment office is piloting a call center to reach 1,250 seniors from service district schools (senior calling campaign) and 1,150 fall applicants (welcome calling campaign) who haven't followed up with testing or NSO.
- TRIO Student Support Services has 36 students planning to graduate in June.
- TRIO Student Support Services partnered with Multicultural Club and took 10 TRIO students to the Lelooksa Foundation for a Firelit Ceremony on Saturday, May 6th. Students had the opportunity to connect with other TRIO students, as well as MCC students, and partake in a cultural presentation.
- Disability Support Services students using accommodations rose by 10% Spring Quarter 2017 compared to Spring Quarter 2016.
- On May 16th, Mary Kate Marthaller presented to prospective college students at the spring college fair regarding DSS services and accommodations.
- The Registration office, Financial Aid office and Effectiveness and College Relations have been collaborating on a procedure to meet Federal requirements in relation to Gainful Employment disclosure templates. New requirements are outlined in the Gainful Employment Electronic Announcement #103-Release of the 2017 GE Disclosure Template, including information about distribution to prospective students intending to enroll in a GE program before enrolling in classes or making any financial commitment to the institution. The procedure will be ready for the July 1 implementation deadline.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

TOPICS OF INTEREST

ENROLLMENT

Enrollment as of close of business 5-26-2017

- State FTE for spring quarter is 2024, compared to 2183 on the same date last year (-7.3%)
- 2016-17 Annual State FTE is at 2451, compared to 2693 on the same date last year (-9.0%)
- State FTE for summer quarter is 629, compared to 570 on the same date last year (+10.4%)

RECOGNITION/PERSONNEL

- Leah Sanchez, Program Coordinator in Registration will be transitioning into a new position as Administrative Services Manager in Head Start. Her last day in the Registration office is May 31.

UPCOMING EVENTS AND IMPORTANT DATES

- May 29, 2017 – Memorial Day, Campus Closed
- June 9, 2017 – Last day of Instruction/Spring
- June 13-15, 2017 – Final Exams/Spring
- June 16, 2017 – Commencement
- June 20, 2017 – Grades Due @ 2:00pm