

**OPERATIONS COUNCIL
MINUTES
August 14, 2017
Heritage Room**



Attending: Jason Arrowsmith, Chris Bailey, Marie Boisvert, Kat Cooper, Marisa Geier, Wendy Hall, Richard Hamilton, Kyle Hammon, Melinda Harbaugh, Eli Hayes, Chad Meadors, Sue Orchard, Brandon Ray, Kirc Roland, Janel Skreen, Kendra Sprague, Nolan Wheeler, Sam Orth, Shani Dennick, 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

Online Recruiting Process – Sam Orth explained that the new HR application software, Neo-Gov, went live on August 1. She distributed handouts on how to use software to create hire paperwork and perform the review process, including how to create and track a requisition. She also provided a brief summary of how to review candidates.

EAP Update – Sam Orth explained that LCC moved to MNH (A health Net company) as their new employee assistance program carrier. She explained some of the services that are now available, as this company provides many additional services and trainings for employees.

Forms Management – Eli Hayes provided an update on LCC's new online forms management application. This program is also accessible, unlike PDF or Word documents. He explained that more trainings would be occurring on campus.

3. UPCOMING and/or RECURRING TOPICS

4. ROUND TABLE DISCUSSION

Sue Orchard

- LCC's new Counselor, Ester Sexton, started work today.

Kirk Roland

- Soccer and volleyball players have started their annual retreats and practices

Eli Hayes

- The new State ctLink project manager is onboard and is eager to get the program back on track

Melinda Harbaugh

- Allied will be integrated into Canvas to help make courses more accessible. Additional online classes have been added

Nolan Wheeler

- The lack of a capital budget is impacting the Main Bldg. project. The cost to stop or cancel the project is too great, so a decision has been made to proceed using local funds. However, we cannot go out for bid for Phase 2 until the state capital budget is approved.

Janel Skreen

- Reminder that all of our employees are required to complete annual fire extinguisher training. Available on Canvas as well as one day per month.

Richard Hamilton

- The gas meter will be replaced after August and before the start of fall quarter. Will be a 3-1/2 week project.

Chris Bailey

- A balanced operating budget will be submitted to the Board on August 23rd. Good news to have a balanced budget to present. Lack of a capital budget may have an impact on a new vocational building.

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

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Preparation for the 2017 Summer Assessment Institute is complete. Each faculty participant, including the coordinator, represents a different discipline—a new milestone for the institute. The focus of the 2017 institute, occurring in early August, is [Communication](#). Faculty submitted over 250 artifacts for review.
- A new publication, the [Faculty Assessment Handbook](#), is now available via the LCC internal website. The purpose of the handbook is to assist faculty with assessment work related to student learning outcomes, captured in the [Curriculum and Program Review](#) process.

CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- The [2017-18 Catalog](#) is now available on the LCC website. Hard copies will be available for purchase in the bookstore in the near future.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Human Resources welcomed and oriented all new full and part-time employees. HR continued the configuration and implementation of NeoGov, our online recruitment system for the August 1 go-live. The Title IX Team provided small-setting information sessions with Athletics, Safety & Security & CEO. HR facilitated classified contract trainings to share the changes with the new WFSE contract. In addition, HR offered a Supervisors & Scones to share information about our new Employee Assistance Program through MHN. Supervisors present learned how they can support their employees with the EAP. MHN offers eight trainings of our choice each year. We selected Mindfulness for Beginners as our first EAP training. Participants were very engaged in the mindfulness activities during the training.
- A [Brand and Style Guide](#), containing instructions on how to use LCC branding appropriately to enhance our reputation, is now available on the LCC internal website.
- The first two forms using LCC's new forms manager tool are now available on the LCC website, including a new [form for ordering business cards](#).
- Red Devil Wellness held the quarterly summer quarter fun run/walk in the sunshine. Participants continue to enjoy the Community Supported Agriculture Program through Willow Grove. Departments are getting really into the Drink More H2O water challenge and hosting infused water cafes for faculty and staff. At the end of the challenge, participants will submit their daily water logs. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit.
- **Accreditation** - Preparation for our upcoming Year Seven Report and Visit continue. Standards 1A – 3A are virtually complete. Remaining tasks include:

1. Complete basic institutional data sheet
 2. Submit remaining new as well as terminated instructional programs to the NWCCU for approval and finalize instructional update section of the report
 3. Finalize standing committee list and develop procedure for updating committee by-laws
 4. Develop action plan to address standards 3B – 4B (organization must be by Core Theme)
 5. Develop action plan to address standards 5A – 5B
 6. Organize exhibits
 7. Make logistical arrangements for the visit
 8. Finalize strategic plan and print/post new brochure
- **ctcLink news** - The following information was shared with LCC employees on 7/26/2017: As you are most likely aware, Ciber, our vendor for ctcLink, filed for bankruptcy earlier this year and subsequently sued the State of Washington. In case you are new to LCC, ctcLink is the name of the statewide software conversion project that will eventually result in our transition to using PeopleSoft for all of our transactions. PeopleSoft is one of the most widely used enterprise software systems in the U.S.

The State Board for Community and Technical Colleges (SBCTC) provided the following overview of the situation with Ciber:

- On April 9, 2017 Ciber and its domestic affiliates filed Chapter 11 with the U.S. Bankruptcy Court for the District of Delaware.
- On April 21, 2017, Ciber filed a lawsuit entitled Ciber, Inc. vs. State of Washington in the Bankruptcy Court alleging breaches by Washington of its obligations under the SBCTC Contract and requesting \$13 million.
- On June 27, 2017, a settlement was reached between Ciber and the State of Washington.
- On July 11, 2017, the U.S. Bankruptcy court for the District of Delaware approved the Settlement Agreement.

Major provisions of the settlement include:

- Washington paid Ciber \$2.6 million.
- All liabilities and obligations were terminated for Ciber and the State of Washington.
- SBCTC was granted ownership rights to the Services, Work Product, Deliverables, and Ciber Solutions.
- Buyout of applicable non-compete agreements for the Ciber employees retained by SBCTC.
- Resolution of legal barriers to give SBCTC a direct relationship with CenturyLink for hosting services.

In plainer language, this means:

- SBCTC was able to hire a number of experienced Ciber employees to continue working on the conversion.

- SBCTC now owns all of the intellectual property created by the project, including training materials.
- Colleges won't lose access to any data thanks to the agreement regarding CenturyLink.

Moving forward, here's what you can expect:

- The project is clearly way behind schedule, but the settlement is favorable in terms of being able to continue to move forward without having to go out and find a new vendor.
 - SBCTC created a new project lead position, filled by a very experienced person (Christy Campbell). We have seen a lot of positive progress since Christy came on board about a month ago.
 - The next major phase of the project will be to update to a new version of PeopleSoft. This will delay our "go live" by several months, but will save us a lot of work in the long-run.
 - The next go-live event will be the SBCTC and one college, **definitely not LCC**. We are not competing for the spot. Our go-live date will likely be sometime after January 2019. **We do not have a new go-live date at this point.**
 - LCC staff will continue to participate in preparatory activities including the common business process meetings that started in spring quarter.
- **Foundation:**
 - The Scholarship awarding process is nearly complete. \$370,000 in scholarship awards have been sent to students in the first round. Reminder phone calls have been made to all awardees. Scholarship awards that have not been responded to are being rescinded and re-offered to alternates in the second round. Award letters are sent to applicant's LCC student email accounts and students have 10 days to accept.
 - The Foundation has grown the Alumni Association to 147 members with 22 alumni signing up in July.
 - Foundation staff continues to prepare for the Horns & Halos Gala in September. Invitations will go out in Mid-August to over 200 individuals and their spouses. Staff hopes to increase attendance this year.
 - Cabinet approved the procedure for fundraising activities on campus. The form and guidelines are available on employee web site under Forms A-Z. Our goal is to help support efforts to raise funds for projects and programs while ensuring these activities align with the mission of the college, are legal and acceptable under 501(c)(3) guidelines.
 - Installation of the Anderson Family Pavilion is complete. A naming ceremony to honor the significant gift made by the Anderson Family will take place in August.
 - Foundation staff identified 20 new plaques for the donor wall. Individuals who have lifetime giving above \$10,000 are honored with the addition of a plaque on the donor wall located in the Rose Center. Of the 20 new plaques needed, 11 are new plaques, 8 are being upgraded to a larger plaque, and one is being corrected to reflect a different recognition name. We will wait for recognition confirmation from

donors before installing new plaques. Installation will take place in the fall with a reception to honor new plaques in late November.

- Phone calls for increasing donor retention continue and are successful. Staff made 13 phone calls to donors for gifts given in the month of June.
 - Foundation staff went on an annual planning re-treat in July to plan for the coming year, set goals, and make changes to the strategic plan. Changes to the foundation strategic plan will be presented to the Executive Committee in August for discussion and approval.
 - The Foundation finished closing the books for the fiscal year of 2016-2017 and getting ready for the 2016-2017 financial audit.
 - We received over \$56,000 in gifts this month including a \$40,000 gift from J&S Foundation for nursing scholarships, over \$4,500 from the John Moffitt Foundation for annual scholarship awards, and \$1,500 scholarship award payments from both Baker Lumber and Helen Kuebel.
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- **New Hires**
 - 07/01/2017 Jennifer Houge, Full-time Temp Counselor
 - 07/01/2017 Brian Mack, Occupational Life & Safety Specialist (1 year project)
 - 07/05/2017 Mickey Polis, Head Men's Basketball Coach & Gym Manager



OPERATIONS COUNCIL REPORT

2017 – 2018

INSTRUCTION

August 2017

Brendan Glaser, Vice President of Instruction
Karen Joiner, Executive Dean & Director of Nursing
Tamra Bell, Dean of Instructional Programs
Kyle Hammon, Dean of Instructional Programs
Melinda Harbaugh, Dean of Instruction and Learning Resources
Sarah Griffith, Director of eLearning
Suzanne Boursaw, Director of Head Start

Core Theme I: Workforce & Economic Development

- A new Certificate of Proficiency has been developed in Automotive Technology to train students in Maintenance and Light Repair (MLR). The 66 credit MLR certificate consists of the first year of the Automotive Technology degree and was designed to align with NATEF (National Automotive Technicians Education Foundation) and ASE (Automotive Service Excellence) standards. The Automotive Technology faculty are preparing for the fall quarter NATEF accreditation visit and will seek the additional approval of the MLR certificate at that time. IBEST support for this program is planned for winter 2017.
- Credit for Prior Learning/Non-traditional credit programs remained strong and continued to grow during 16-17 academic year. During the academic year, 43 students earned a total of 524 credits through the following methods:

Type of Credit	Number of Students	Number of Credits
Advanced Placement	9	185
CLEP (College Level Exam Program)	8	83
Occupational Crosswalks (Industry Credentials)	11	144
Credit by Exam (Course Challenge)	20	142

Core Theme II: Transfer & Academic Preparation

- In Spring Quarter, 90 Transitional Studies students received 344 HS21+ credits from twelve instructors in the various subjects required to complete a HS21+ diploma. Of those 344 HS21+ credits earned in spring, 36% were English credits and 11% were Math credits.
- Articulation agreements between Basic Education for Adults, English and Math departments are benefitting students. 86% (25:29) of the students who earned HS21+ English credits during Spring Quarter received a grade that enabled them to place directly into ENGL 101. Three students completed the upper level ABE Math class with a “B” or better, allowing them to place directly into non-stem college level courses.
- Theresa Stalick attended the summer Council for Basic Skills (CBS) meeting at Green River College in Auburn, July 26-27. She is currently representing the Council for Basic Skills on the state level Program Approval Task Force whose purpose is to create a more meaningful, consistent and accessible application process and inventory of programs for the system.

Core Theme III: Student Access, Support & Completion

- To support increased online course offerings, Heidi Carmody is working to provide in-house tutoring services online. She and Sarah Griffith, with the help of tutors, have experimented with WOnline, Google Hangouts, Google Docs and GoBoard. Tutors are creating instructions on how to access online tutoring for students and tutors. Roll-out has started on a small scale since only a couple of tutors are available for online sessions. All other tutors will begin training this week and an all-student email will be sent out to let students know this resource is now available. The new service will be advertised to students and faculty, and a global announcement will be made on Canvas.
- eLearning Coordinator Aaron Lampkin will be creating picture and video tutorials on how to join an online tutoring session in Google Hangouts; how to share documents with tutors in Google Drive; and how to use GoBoard.
- All students in the new BUS 100 course completed the Comprehensive Adult Student Assessment Systems (CASAS) test as an assignment. This is part of an effort to test students in professional/technical students with I-BEST support so that those students qualifying for I-BEST support can be identified. The BUS 100 course will catch all new students going into Business Management, Technology and/or IT.
- With the help of Sheila Burgin, a former LCC ESL instructor, who wishes to remain anonymous, established the new ESL to Work scholarship in 2017. Basic Ed for Adults student, and High School 21+ graduate, Elia Juarez, was selected as the first recipient. Starting her journey almost ten years ago in English as a Second Language classes, Elia earned her HS21+ diploma in 2015 and was awarded three certificates in the I-BEST supported Early Childhood Education program in the winter of 2017. The first of its kind at LCC, the ESL to Work scholarship will help defray college tuition costs for students like Elia who have progressed from ESL to college coursework, in pursuit of living wage employment.
- 58 students graduated from the High School 21+ program in 16/17. 47 of these graduates took part in the HS21+ Credit Option pilot and received Student Achievement Initiative (SAI) points based on high school credits, rather than CASAS testing. Credit Option students logged more hours (130) and earned a higher number of SAI points (4.04, on average) than those students who used the CASAS test option to earn SAI points. Students using the CASAS test option to earn SAI points had 184 attendance hours and made, on average, only 3.27 SAI points through CASAS testing gains. SAI point totals for each group include one momentum point earned for reaching their certificate.
- Looking at the average HS21+ graduate during the 2016-17 school year, 43 of 58 (74%) of HS21+ graduates are female. 39 of them are from Longview (65%), 8 are from Woodland (13.7%) and 5 are from Kelso and 6 from other areas (19%). Hybrid classes remain a popular choice. 37 of 58 HS21+ graduates took hybrid online classes (63%). Please see graphic, below:

Our Average HS21+ Graduates

58

graduates in
2016-17

140

hours on average to get
their HS21+ Diploma

74%

of graduates are
female

3.18

average GPA

65%

of graduates are from
Longview

81%

Over 80% of our graduates earned credits through the new HS21+ Credit Option instead of CASAS testing.

Credit Option students earned 4.04 Student Achievement Initiative Points compared to 3.27 for CASAS testing students.

63%

of graduates took hybrid classes using CANVAS online learning

Core Theme IV: Institutional Excellence

- On June 25, 2017, Mike Sovel, an LCC graduate and Chemical Dependency Professional, gave a lively, informative and well-attended presentation on Drugs in Our Community. The event was held in the Laughlin Lecture Hall and was coordinated by Liz Engel, Medical Assisting Program Director in response to an Advisory Committee request. Medical assisting students, nursing students, faculty, behavior health specialists, and members of the community were in attendance.
- The library's new integrated library system (ILS), Alma, went live on July 13. Alma is used by library staff to complete technical functions, such as cataloging, acquisitions, and circulation. A new discovery system, Primo, was launched simultaneously. Primo allows patrons to search physical materials and the library's databases at the same time.
- Melinda Harbaugh and Lindsay Keevy, along with other faculty, attended the InstructureCon Canvas conference in Colorado July 25-28.
- eLearning and tutoring have answered 227 questions from students, staff, and faculty so far this quarter, and tutors have facilitated 133 appointments.
- Melinda Harbaugh attended the summer Library Leadership Council meeting at Grays Harbor on July 5th and 6th. She is currently serving as chair-elect for the council, and as an ex-officio member of the WACTCLC Executive Committee.

Topics of Interest

Recognition / Personnel

- Stephanie Peerboom, who has been working as a part-time Program Coordinator with Workforce Services, has moved into a new part-time position as an Instruction and Classroom Support Tech I. Stephanie will be the primary point of contact for Credit for Prior Learning and will provide support for Professional-Technical webpage efforts and budget and related tracking for the LCC University Center.
- Dana Cummings, Accounting and Business faculty, successfully completed the USASBE (United States Association for Small Business and Entrepreneurship) Certificate in Social Entrepreneurship. This year long training program required substantial curriculum development which included the creation of an entrepreneurship course which was evaluated and approved by the USASBE Board. The training and education that Dana has received has been instrumental in the development of a new LCC Certificate of Proficiency in Entrepreneurship. This program is currently in the works.
- The Center for Excellence for Careers in Education and the Workforce Education Council honored Theresa Stalick for exceptional leadership and successful completion of the 2016-2017 Dean's Academy.

Upcoming Events

- **Date**, Time, Event, Location
- **July 24-Aug 9, 10am**, Art Exhibit: John Bissonette. Rose Center for the Arts 110 - Gallery
- **July 24, 1pm**, Future Career Trends. Admissions Building 120 - Career Center Lab
- **July 24, 3pm**, Employer Workshop: Recruiting Talent. Admissions Building 120 - Career Center Lab
- **July 24-Aug 9 MW**, 5pm, Spin/Indoor Cycling with Jodi. Gymnasium Building 212
- **July 25**, 1pm, Employer Spotlight! AmeriCorps. Admissions Building 120 - Career Center Lab
- **July 26**, 3pm, National Theatre Live Presents: Salomé. Rose Center for the Arts 101 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA0117
- **July 27**, 10am, Community Supported Agriculture Program. Main Building 109 - Design & Drawing
- **July 31**, 1pm, Introduction to Entrepreneurship I & II Admissions Building 120 - Career Center Lab
- **Aug 2**, 3pm, National Theatre Live Presents: Peter Pan. Rose Center for the Arts 101 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA0117
- **Aug 2**, 3pm, Positive Self-Talk. Admissions Building 120 - Career Center Lab
- **Aug 3**, 10am, Community Supported Agriculture Program. Main Building 109 - Design & Drawing
- **Aug 3**, 1pm, 30 Seconds of YOU! Admissions Building 120 - Career Center Lab
- **Aug 3**, 5:30pm, Running Start New Student Orientation. Student Center 120 - STC Conference Room (A,B,C Combined)

- **Aug 7**, 1pm Introduction to Entrepreneurship I & II. Admissions Building 120 - Career Center Lab
- **Aug 8**, 1pm, Communications at Work. Admissions Building 120 - Career Center Lab
- **Aug 8**, 3pm, Running Start New Student Orientation. Student Center 120 - STC Conference Room (A,B,C Combined)
- **Aug 9**, 3pm, National Theatre live Presents: Angels in America Part One. Rose Center for the Arts 101 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA0117
- **Aug 9**, 3pm, Resume Strategies that Work! Admissions Building 120 - Career Center Lab
- **Aug 10**, 10am, Community Supported Agriculture Program. Main Building 109 - Design & Drawing
- **Aug 10**, 1pm, Working with Difficult People. Admissions Building 120 - Career Center Lab

Auxiliary Program

Head Start

Personnel: The teacher, teachers assistant, and family advocate positions have been filled. The area manager position is reopening next week, in addition to interviews for part-time staff.

Enrolling now for 17-18: There are 139 openings for the 17-18 program year. The summer started with over 300 openings in various programs. Recruitment efforts will continue through August, and full enrollment is projected by September 8th.

July 23rd was kids night at the Cowlitz Black Bears game. An ECEAP student threw the first pitch. In addition to a booth being set up at the game, a radio announcement was made in the 6th inning to help promote Head Start and ECEAP.

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

August 2017

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Capital Projects

Main Remodel Project

- We are currently in Phase I of the construction including the installation of exterior brick, new windows, an elevator, standalone boilers, site work, and HVAC equipment. There have been a few setbacks during this project, i.e., the delay with the demolition contractor, the bidding/scope of project along with funding through the State. This has delayed the overall completion time and we are now expecting the project to be completed in the fall of 2018. Additionally, further delays are anticipated due to the lack of a State Capital Budget. We will not be able to request bids for Phase II of the project without a State Capital Budget in place.

Head Start Modular Classrooms

- LCC, LCC Head Start/ECEAP, and the Kelso School District continue planning for installation of a modular building on the Barnes Elementary property. This building is part of a federal grant received by our HeadStart/ECEAP Program.

Information Technology Services

- IT Services upgraded the firewall between the college network and the internet to improve online security, upgraded the campus antivirus and antimalware server to improve security and reduce downtime, set up a new backup server to improve data retention, and developed a tool to protect against the Petya/Nonpetya virus (and similar outbreaks in the future), improving the security of the network.

Emergency Preparedness

- The Emergency Preparedness group continues to schedule emergency tests and work towards increasing the noticeability of our emergency notifications.
- The Emergency Planning Council has started the review LCC's Emergency Preparedness Plan that was drafted last year.

Safety & Security

- Security had three part-time personnel resign during July. The process to fill those positions has begun in earnest.
- The Security Team participated in a Criminal Code and Clery Reporting training at their monthly meeting. This training was designed to provide a more comprehensive knowledge of the aspects of the Washington State criminal code that the security team is likely to encounter and how to differentiate between the different types of offenses to more efficiently report our mandatory Clery statistics.
- Title IX refresher training was provided to security staff 07/27/17.
- Safety and Security participated in a meeting with Longview Police. We discussed pathways to better communication and also advised of LCC's new security measures including the installation of cameras and mass notification system. Offered use of the campus for training.
- Additional EBC bags have arrived and are in the process of being outfitted with equipment. Those will be distributed before the end of August.
- The Security Team will be trained on the use of the camera system before the end of August.
- L & I approved a second 30 day extension on the installation of skylight guards.
- LCC is working with Cowlitz County Department of Emergency management to coordinate emergency drills to be conducted this coming academic year.
- CPR/ 1st Aid/ AED trainings are being scheduled for Emergency Building Coordinator, starting in August.
- A new driver safety webpage has been created with helpful resources for state drivers.

Enterprise Services

Fitness Center

- There are currently 132 staff and faculty members signed up for gym memberships which far exceeds the expectations set 2 years ago. There are currently 375 students who are actively using the fitness center this summer which is pretty remarkable considering the summer FTE is just a little over 800.
- Northlake is currently sending 45 kids over every week to climb on the rock wall and we are getting more and more business from the community and haven't even advertised the rock wall locally.

Bookstore

- The Bookstore has taken over the ID printing machine to better assist students and to make sure that they are fully prepared for the first day of class. We are also rolling out our in-store and online rental programs this August. Students will not only be able to rent books in the bookstore, but can also rent them via our online webpage. They will also be able to compare the price of their textbooks with dozens of online marketplaces at the click of a mouse, and will be able to rent an electronic version of their textbook right from our webpage.

Campus Services

Maintenance

- 182 work orders were generated in the month of July, of which, 91 were completed. A total of 129 work orders (including those generated prior to July 1st) were completed in June.
- Maintenance has been painting all over campus, including in all of the parking lots. Ensuring the lines are bright & visible in the parking lots both day & night is vital to the safety of our campus.
- The ivy that had been taking over several campus buildings was removed this month. The buildings look much cleaner and faculty & students in that building will be pleasantly surprised come Fall Quarter.

- The remaining lights that were out on the baseball field have been replaced. Jeremy and Jeff spent several days finishing up this project. The field will surely be much brighter for night games this summer and next spring!

Grounds

- The grounds crew spent most of their time weeding this month to make sure the summer flowers stand out and the campus looks neat and tidy.
- David continues to take care of the grounds at the newly acquired 20th Ave. apartments. He's been working diligently to ensure all additional responsibilities are taken care of without detracting from his current duties.
- After having been shorthanded, we have begun to add several new employees. This is a welcome relief for David who has been working overtime to get everything done!

Custodial

- Floor work continues in the HSB building as the third floor has now been completed. The custodial crew has also been working on the floors at Head Start Barnes and in Don Talley. The floors will surely look brand new come Fall Quarter!
- 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 has been working the day shift while Dave Rukkila is out. She's been doing a fantastic job and people around campus have been raving over her hard work, dedication, and the cleanliness of their areas.

Print Shop/Central Services

- Minel is out of the country until next month, but our two part-timers are doing a great job covering in his absence!
- LCC is now enrolled as a member of Public Surplus, a website devoted to assisting state agencies with their surplus management. The service is free and comes with a wider consumer base for surplus products. Several other Washington state colleges are enrolled with Public Surplus and have seen an impressive increase in revenue from the sale of surplus items. We are excited about implementing the new system and expect great results!

Finance Office

- The State Auditor's Office is still on campus working on the audit of the FY16 GASB Financial Statements. The statements will be released once they are audited. Once this audit is complete, we'll begin work on the FY17 GASB Financial Statements and welcome the State Auditors back to campus to audit them in November. LCC will then be current with the accreditor's schedule regarding financial statements.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

August 2017

Sue Orchard, Vice President of Student Services

Marie Boisvert, International Programs
Paz Clearwater, Student Programs
Jodi Dahlke, TRiO – Student Support Services
Marisa Geier, Financial Aid
Jennifer Houge, Counseling
Chad Meadors, Advising & Testing
Mary Kate Morgan, Disability Support Services
Nichole Seroshek, Registration
Dani Trimble, Workforce & Career Services



August 2017

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- **Worker Retraining:** Due to stagnant enrollment, the 2017-18 enrollment target for Worker Retraining is the same as the previous year at 72 FTEs. LCC received an additional 21 FTEs midway through last year, however, this next year's enrollment is expected to be significantly lower, and additional funds are not expected. The total Worker Retraining allocation for the 2017-18 year is \$392,823, which is used to fund financial aid for eligible students, faculty salaries and program development in professional-technical programs, and administrative and student services operations.
- **Career & Employment Services:** In an effort to increase participation at career center workshops, staff have developed a certificate of participation, which will be awarded to students who have attended a workshop and completed related assignments. Additional certificates related to completion of a series of workshops are currently in development. Workshops will be available in person, through the Career & Employment Services YouTube channel, and will also air on KLTV. Additionally, staff are developing a Career & Employment Services Canvas page highlighting resources and services available through the career center. This Canvas page will be available to Faculty and students beginning in Fall quarter.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Annual maximums for 2017-18 Pell Grant, Washington State Need Grant, and College Bound Scholarship increased by \$105.00, \$79.00, and \$59.00 respectively. This will assist in offsetting the tuition increase for many students.
- The Washington Student Achievement Council is requiring that all colleges report awards and disbursements monthly in 2017-18 as opposed to quarterly as previously required. While this places further time constraints on the financial aid office in terms of reporting, staff is currently in place to manage the new procedure.
- SB5100 passed the Washington State Legislature requiring extensive financial aid counseling to new Washington State Need Grant students. The mandate was minimally funded and should provide some relief in costs associated in delivering this curriculum.
- **WorkFirst:** As a result recent legislative changes, the current 12 month limit for WorkFirst students participating in vocational programs has been extended to 24 months. This expansion of educational opportunities for WorkFirst students increases the likelihood of retention and persistence, which will contribute to better employment outcomes and overall success for students on TANF.
- **Opportunity Grant:** Over 40 students were awarded Opportunity Grant funds in Summer quarter to cover tuition and fees, textbooks, tools and supplies, and emergency costs. The current allocation of \$306,412 will serve a minimum of 45 FTEs for the year.
- Running Start is hosting six mandatory orientations for incoming students and their parents. There are currently 475 Running Start students registered for fall quarter.
- ASLCC completed a 5 day training in Florida that included time at the American Student Government Association training conference. At ASGA, the new ASLCC officers met with student government councils from around the country and learned effective tactics for working with administration, tackling student issues, and campus event programming. In addition to the material covered within the conference

workshops, ASLCC advisors Roxana Ahmadifard and Paz Clearwater covered topics including review of all ASLCC documents (Constitution, Bylaws, Financial Code), office guidelines, and programming policies and procedures. ASLCC will continue training on August 22-23 and September 5-8.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

TOPICS OF INTEREST

Enrollment as of close of business 8-9-2017:

State FTE for summer quarter is 905, compared to 921 on the same date last year (-1.7%).

State FTE for fall quarter is 1480, compared to 1472 on the same date last year (+0.5%).

UPCOMING EVENTS AND IMPORTANT DATES

- ASLCC Week of Welcome (exact times and locations TBD)
 - Monday, September 18 - ASLCC Meet and Greet
 - Tuesday, September 19 - Club & Activities Fair
 - Wednesday, September 20 - ASLCC Soccer Spirit Night
 - Thursday, September 21 - Back to School Picnic
 - Friday, September 22 - Movie Night
- September 12-Fall quarter tuition due date
- September 18-Fall classes begin
- September 20-Online registration ends
- September 22-100% tuition refund cut-off
- September 29-Last day to withdraw and avoid a "W" on transcript
- October 6-50% tuition refund cut-off