

MINUTES

OPERATIONS COUNCIL

October 9, 2017

Heritage Room

Attending: Jason Arrowsmith, Chris Bailey, Tamra Bell, Marie Boisvert, Paz Clearwater, Brendan Glaser, Kyle Hammon, Melinda Harbaugh, Eli Hayes, Cliff Hicks, Sue Orchard, Brandon Ray, Natalie Richie, Hahli Rogers, Nichole Seroshek, Janel Skreen, Stacey Sowders, Dani Trimble, Nolan Wheeler, and recorder Linda Clark.

President Chris Bailey called the meeting to order and introduced the three new members: Paz Clearwater, Natalie Richie and Stacey Sowders.

1. MEETING TOPICS

Upcoming Safety Drills and Impact on Staff/Faculty – Janel Skreen explained that LCC will be participating in the Great Washington Shakeout this year on October 19 @ 10:19. This year, we will be deploying our new notification system through the digital clocks, telephone messages, and computer pop ups. Additionally, all other emergency measures will be activated including the LCC Twitter and FB accounts. The goal is to have everyone participate--Drop, cover, and hold on. Identify a safe place in both the work place and at home. Once the shaking has stopped, then move outside. After the drill, she suggests that everyone conduct a 3-5 minute debrief.

Reminder emails will go out prior to the drill. There will be two additional drills throughout the year as follows:

Winter Quarter - Lock down drills so the Emergency Building Coordinators can lock down the building and staff can practice locking down interior doors.

Spring Quarter – The plan is to do an evacuation drill building-by-building.

Policy 100 and Related Procedure 100.1A – Chris explained that we are going into an accreditation year in 2018, which culminates with a Year 7 site visit. One of the accreditation standard that needs to be cleaned up is our Governance Structure and committees. It has taken a lot of work and time just to identify the committees, councils and taskforces that exist on campus. We need the individual committees to complete a standardized template encompassing such items structure, bylaws, authorization, etc. Materials will be distributed in the near future to individual committees to begin work on the template. Once the information is completed, it will be updated on our internal webpage.

Brendan asked Operations Council members to take a look at the list of committees and let him know if there are any glaring omissions. Brendan will send out the template to Operations Council membership.

2. UPCOMING and/or RECURRING TOPICS

3. ROUND TABLE DISCUSSION

Chris

- Quarterly enrollment is up about 2.8% (2% for the year). Running Start is up 20% this year, and was up 20% last year. He feels that our retention efforts have really begun to pay off. Only 2 or 3 colleges have positive enrollment growth this year.
- The work of the Foundation is really paying off. Their fundraising efforts have helped tremendously with student success and retention through scholarships and the Student Success Fund.

Nolan

- The exterior work on Main is wrapping up; however with no state capital budget, work will not progress to complete the interior (Phase 2).
- The financial statements for FY 2016 were finished last spring and were audited during the summer. We received a finding on our review of the financial statements. He will have information available as soon as the audit report is received. FY 2017 financial statements will be finished by the end of November and ready for audit in December.

Paz

- ASLCC is involved in several activities, including Harvest Fest on October 31, which will also be a large food drive and is open to the community.
- He requested that if meeting notices are sent to an ASLCC officer, please send the notices to him, as well.

Brandon

- The document management project is ongoing. He will schedule a couple of meetings to roll it out.

Melinda

- Color printing is now available for students in the Learning Commons. Punch cards are being sold in the Bookstore for color printing needs.
- The student Tech Fee Committee approved purchase of 30 additional Chromebooks.
- We will be getting a Mac lab in Main 118 thanks to the Student Tech Fee and supported by Brandon (IT) and Nolan. The Mac lab will m be used for graphic and art design classes.

Sue Boursaw

- LCC will be hosting an Early Learning conference this Saturday with over 210 people signed up.
- New regulations require that all of our Center be licensed, so work continues. Catlin, Barnes, Castle Rock, Memorial Park are now licensed in addition to the LCC classrooms.

Brendan

- Natalie Richie will be directing all of Instruction operations and Julie Smith will be working primarily as his administrative support person.
- College Spark is offering another round of grants for guided pathways initiatives with the application deadline of October 30th. The grants will be very competitive, but since we are looking to move toward pathways, a team is being put together to complete the application.

Natalie

- Faculty Development applications came in for the Fall and all available funds were committed.
- Kirk Nettle from the State Board will be coming down to assess our implementation of 25Live and answer questions.

Sue Orchard

- October is Domestic Violence Awareness month, so we have collaborated with ASLCC to bring a speaker to campus.
- LCC's 2014 Cohort default rate was at 20.6%, which is the lowest point in several years.

Stacey

- As she begins outreach activities, let her know if there is something that needs to be shared.

Marie

- New International website is up and includes online applications, host family information, etc.
- Looking for jobs on campus for international students for 5 hours per week (paid by IP), but they can work more if the individual department has the budget.

Dani

- With the new changes to DACA, LCC is continuing to look at ways to support our DACA students as we have a lot of students on campus who fall into this category. We also have an updated Dreamers webpage.

Hahli

- Oct 25 - Advisory Committee kick off
- Nov 15 - general advisory for business round table discussion
- Oct. 28 - Hosting STEAM event for 6, 7 & 8 grade (capped at 20)

Tamra

- A lot of work is being done around our professional technical programs: A new marketing campaign, video clips, and individual web pages. We are also working with Running Start and reaching out to high school counselors. We are starting to see more prof tech RS students.

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

- [Employer Demand Reports](#) and a [Supply-Demand Report](#), both provided by the ESD, have been added to the "[Learning Outcomes Assessment](#)" page under "Faculty Tools" on the Faculty & Staff website.
- Corporate Partnerships welcomed Brian DelMar to the team this month along with the CTE Dual Credit/Career Pathways program, advisory committees, and Cooperative Education. Brian can be reached at bdelmar@lowercolumbia.edu, at ext. 2610, or by visiting him in his office located in PSC 102B.
- Outreach to K12 partners for CTE Dual Credits has started with the return to school. CTE directors and teachers are in the process of renewing articulation agreements with LCC faculty. Registrations into those classes will begin in October.
- The Corporate & Continuing Education department host the 5th Annual Family STEM Night where more than 250 community members joined LCC staff and partners to explore STEM. We hosted 19 activities that evening and feed all attendees pizza. LCC was joined by Bits & Bots, Master Gardners, and the R.A. Long Science Club to engage the public in fun, hands-on STEM activities.

Core Theme II: Transfer and Academic Preparation

- Assessment Day activities during in-service week 2017 included an all-faculty session on student documentation of sources, stemming from the 2017 Summer Assessment Institute, focusing on Communication (led by Hiedi Bauer). Activities for the day included creation of a "[make and take](#)" [resource for faculty to help increase correct use of citations at LCC](#) containing responses to the following prompts:
 - What do you do to minimize incorrect documentation of source information in your classes?
 - What actions do you take to follow-up on incorrect documentation of source information in your classes when you encounter it?
 - What resources do you currently use—or are you aware of—to help students cite source information correctly?
 - What resources do you need to help your students cite source information correctly?
- CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION
- A recent Facebook post promoting open spots in Head Start and ECEAP programs got 31 shares, a record high for LCC, with nearly 4,300 people reached. The post was intended to help Head Start and ECEAP fill remaining spots in the program before an October deadline.

CORE THEMEIV: INSTITUTIONAL EXCELLENCE

- The HR team has undergone some changes. Kendra Sprague remains the VP of Foundation, HR & Legal Affairs. Sam Orth moved to the "Interim HR Manager" role and Shani Dennick move into the "Benefits Specialist" role for the HR team. We are currently recruiting an HR Specialist/Assistant Recruiter.
- Human Resources welcomed and oriented all new full and part-time employees. HR continued to train employees on the Online Hiring Center in NeoGov. This month, we went through our first FT

position in the new online system. It was a success! HR also presented classified contract trainings to share the changes in the new WFSE contract with the Administrative Services Team, Instruction Leadership Team & Head Start Leadership Team. A Title IX Training was provided to the Head Start Leadership Team as well. Mandatory Reporter Training was provided to our employees by Doug Wilson from DSHS.

- An institutional Instagram account has been added to the social media platforms managed by Effectiveness & College Relations.
- Red Devil Wellness joined other local employers in the Community Poker Walk event put on through the City of Longview. Participants traveled along the lake to various check points to collect playing cards to see who has the best and worst poker hands. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit. Faculty, staff, and students continue to enjoy the CSA program through Willow Grove.

Accreditation – Accreditation update: preparation for our upcoming Year Seven Report and Visit, scheduled for October 17-19, 2018, continue. Remaining tasks include:

- Complete basic institutional data sheet.
- Submit remaining new as well as terminated instructional programs to the NWCCU for approval and finalize instructional update section of the report:
- Entrepreneurship (new);
- Information Technology Systems Associate of Applied Science-Transfer (terminated);
- Accounting Technician Associate of Applied Science-Transfer (terminated).
- Finish review of standard 2.B.6.
- Gather data and draft standards 3B – 5B.
- Organize exhibits.
- Make logistical arrangements for the visit.
- Review Curriculum & Program Review reports and develop relevant interventions where needed.
- Draft report conclusion (include areas of focused improvement for LCC).
- Post draft report for campus review (early spring quarter 2018).

ctcLink news - Staff at the state level are continuing their work on project remediation.

Foundation:

- The Foundation participated in the Community Foundation of SW Washington's Give More 24! event on Thursday, September 21st in support of LCC Athletic Scholarships. This year's goal was to raise \$12,000 in 24 hours. We crushed that goal and raised \$20,191 through matching gifts and online donations. The Athletic and Foundation offices coordinated our social media efforts and it paid off big time! We co-hosted a table at the Back to School Bash to enable students, staff and faculty to have an onsite giving station while joining in the festivities of the day.
- The Foundation has grown the Alumni Association to over 160 members with 10 alumni signing up in September. We provided information at Back to School Bash to increase awareness of the Alumni Association. Foundation staff presented to the Club, orgs and Co-curricular advisors during In-Service week regarding the new fundraising activity procedure.
- On September 18th, the Foundation board dedicated the Applied Industries, Inc. Disability Support Services Center in honor of their recent gift in support of students with disabilities and the Student Success Fund.
- The Lower Columbia College Foundation is pleased to announce a significant gift has been received from LCC Alumna and Retiree, Jeanne Wirkkala Moksness in support of the Student Success Fund and LCC's Early Learning Center. Jeanne's gift of \$80,000 was designated \$75,000 towards the

Student Success fund endowment and \$5,000 towards the Early Learning Center. In honor of Jeanne's gift, the west lobby of LCC's Myklebust Gymnasium and Fitness Center will be named the Jeanne Wirkkala Moksness Lobby. The naming dedication will take place at the LCC Athletics Hall of Fame event in February.

- The Horns & Halos Gala was held September 30th with a record 200 attendees. The program featured three student stories, a college success video, and the presentation of award to Benefactor of the year JH Kelly and Alumna of the Year Dr. Patricia (PJ) Peterson. We raised \$49,200 that evening.
- Again as part of our donor retention strategies, staff made phone calls to donors who made gifts in August to thank them in addition to thank you notes they receive.
- The Foundation is working with the Auditor on the 2016-2017 financial audit. We hope to finish the audit in November, 2017.
- We received over \$192,000 in gifts this month including an \$80,000 gift from Jeanne Moksness, over \$19,000 in gifts and pledges from Steve Vincent and Laboratory Science Institute for College Success and STEM programs, a \$10,000 gift from Mason Evans and JH Kelly for College Success, a \$10,000 gift from John and Cathy Natt for a their unrestricted endowment, a \$6,000 pledge from 40&8 Voiture 99 for nursing scholarships, and a \$5,000 gift from Don & Pat Rodman for College Success.

New Hires

9/1/2017	Desiree Gamble	Finance Director
9/1/2017	Carmilla Rollins	Ed Planner, Running Start
9/1/2017	Natalie Richie	Director of Instruction Division Operations
09/11/17	David Pittsley	Welding Instructor
09/11/17	Jennie Mynhier	Art instructor
09/11/17	Anita Quirk	Criminal Justice Instructor
09/12/17	Rosemary Perkins	Program Coordinator (Registration)
09/13/17	Michelle Hanberry	ECPS3/Lead Teacher (ELC)
09/20/17	Kristy Gutierrez	Ed Planner/Transfer Advisor

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

September 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 & Esther Sexton, Counseling

Chad Meadors, Advising & Testing

Mary Kate Morgan, Disability Support Services

Lupe Rodriguez, Running Start

Nichole Seroshek, Registration

Dani Trimble, Workforce & Career Services



September 2017

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- In collaboration with WorkSource, Career & Employment Services hosted a community wide employer panel focused on best practices related to hiring and compliance with legal standards. Speakers included representatives from the NW Justice Project, Division of Vocational Rehabilitation, and WorkSource.
- The annual Volunteer Fair was hosted by Career & Employment Services staff on September 27th. This event showcased 30 community and social service agencies to recruit volunteers. Students from both LCC and local high schools attended the event.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Outreach and Enrollment: The student services team (Workforce, Entry Center, Advising, and the University Center) has worked together to assist and provide excellent customer service to our area high schools and middle schools as they learn more about LCC, fill out their FAFSAs, and participate in campus tours.
- In this time, LCC has been invited to join 10 high school College & Career Fairs in the region, giving Student Services the opportunity to highlight the great programs that we offer to high school students, parents, and community members.
- A campus tour of LCC is scheduled for approximately 40 Naselle High School students as well as a tour for 180 middle school students from Coweeman Middle School.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Thus far in September, Counseling Services has completed 43 student appointments.
- Disability Support Services conducted 31 new student intakes in the month of September, which is in line with the prior year.
- 182 students are participating in the DSS Canvas Advising Program, which is the largest number to date. This class serves as an effective access and communication tool, and exhibits an increase in self advocacy for students with disabilities.
- On September 27th, LCC hosted two Vet Briefings for new and returning veterans and dependants. This marks the eighth consecutive quarter this tailored orientation has been available for veterans.

- 500 students are participating in the Running Start program in Fall 2017, which is the largest the program has ever been. More students are anticipated to join the program in upcoming quarters.
- The Running Start office will be following up next week with students who are currently on Running Start probation to provide support. They will also be reaching out to students who were flagged for Academic Early Warning.
- Advising and Testing successfully completed nine days of NSO's in the two weeks leading up to the start of fall quarter. Two of those days included back-to-back NSO's and one day of three NSO's offered for new students.
- International Programs expanded their world footprint by welcoming a new student from Finland.
- International Programs participating in a day-long networking fair on October 3 to meet with over a dozen agents from Vietnam in order to develop relationships with potential students from Vietnam.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- LCC is one of eight colleges who received a SBCTC grant called Access 360, which provides yearlong mentorship for a cross-functional campus team to assist with implementation of its accessibility policy and plan. Seven members of LCC's team will attend a two-day working meeting at the end of October.
- President Bailey, Marie Boisvert, and Keiko Pedersen were joined by several Longview city and community members for a goodwill trip to the sister city of Wako, Japan. President Bailey, Marie and Keiko scheduled additional meetings with educational institutions to continue recruitment efforts for international students from Japan.

TOPICS OF INTEREST

- Enrollment as of close of business 9-26-2017:
- State FTE for fall quarter is 2178, compared to 2135 on the same date last year (+2.0%).

RECOGNITION/PERSONNEL

- Esther Sexton, LCC's new mental health counselor, started in August and has been a wonderful addition to the student services team.
- Carmilla Rollins moved from Registration to Running Start as an educational planner, providing wonderful continuity of service to the Running Start team, students and high school counselors.
- The following Workforce & Career Services staff and faculty attended the Addressing the Challenges of Poverty Conference in St. Louis Missouri to present on LCC's efforts to serve under-resourced college students and reduce poverty in our community: Stefanee Bunn, Katie Sully, Julie Bohannon, Cherene Crowson, Shannon Wachob, and Heather Wooldridge. Several community partners from Lower Columbia CAP as well as representatives from the Department of Commerce and SBCTC also attended the conference and highlighted the collaborative efforts related to Bridges out of Poverty and Investigations into Economic Class.

- LCC will be hosting Ann Little as an AmeriCorp member for the 2017-18 year. Ann will be serving as the Solution Center Navigator, and her role will help connect students to resources both on and off campus.
- Jenny Smith, Darren Schwegler, Steven Chapman, and Heather Wooldridge have volunteered at six different FAFSA nights hosted by area high schools where they assist students and their parents as they fill out their application for financial aid.
- Kristy Gutierrez is the new Entry Advisor, she is a great addition to the team and has really hit the ground running as she is overseeing the upcoming Transfer Fair on October 11 with 18 different schools coming on campus.

STUDENT ACTIVITIES

- ASLCC has begun their regular weekly office hours. At least one ASLCC student leaders will be in the office from 8am-1pm on M-F to support students and act as a resource to the college community.
- ASLCC hosted a Welcome Week full of activities, including a Meet and Greet, Clubs and Activities Fair, Spirit Night, Back to School Bash, and a movie night. All events were well-attended, including the movie night on Friday evening, which drew over 100 guests.

UPCOMING EVENTS AND IMPORTANT DATES

- Suicide Awareness Events
- 9/27 – Messages of Hope – A program engaging the campus community in building hope and fostering mutual support by collecting positive messages.
- ASLCC Volleyball Spirit Night is Wednesday, September 27th at 7pm in Myklebust Gymnasium
- 9/28 – Myths and Facts about Suicide – A discussion based event in which students and other campus community members can learn, ask questions, and become a part suicide prevention.
- 9/29 – Messages of Hope – Previously collected messages will be returned to students throughout the day with suicide prevention information.
- On October 11th, DSS is hosting a TED Talk movie day in the student center for disability awareness month. There will be a series of short videos covering a wide variety of disabilities to educate, inspire, and increase awareness around disability.
- October 11th: Transfer Fair in the Student Center from 10-1pm, LCC will be hosting 18 schools.
- 10/30-Running Start priority registration begins.
- 11/6-Running Start new student registration begins.
- October 6-Last day for 50% tuition refund on fall quarter classes
- October 17-Last day to apply for fall quarter graduation
- October 31- ASLCC Harvest Fest, Student Center, 6pm

Administrative Services

Nolan Wheeler, VP
Jason Arrowsmith, Security
Vacant, Payroll
Richard Hamilton, Campus Services
Cliff Hicks, Auxiliary Services
Brandon Ray, Information Technology
Kirc Roland, Athletics
Janel Skreen, Safety & Security
Desiree Gamble, Finance

October 2017**CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION****Information Technology Services**

- IT Services automated the process for students to create their own accounts to practice math tests on the Pearson website. The new process minimizes downtime and eliminates the need for direct communication, allowing students to get in and begin working immediately.
- IT Services developed a web application for students to retrieve their login credentials quickly and easily for any instructional websites or applications to which they have access. The tool validates the requestor based on multiple criteria, is mobile friendly, and meets all accessibility standards.
- IT Services helped Disability Support Services convert paper forms to online forms for easier access and streamlined workflow.
- IT Services helped ASLCC convert paper forms to online forms for easier access and streamlined workflow.

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 configured the emergency notification solution so that messages can be triggered using a phone which provides a faster response time in the event of an emergency.
- IT Services updated the emergency notification clocks so that they now support live updates without restarting and auto-adjusting display brightness based on ambient lighting as well as several other improvements to configuration options and settings.
- IT Services assisted SBCTC with the ctLink project by developing a prototype tool for users to search for and connect with subject matter experts around the state.
- IT Services developed solutions for employees to share sensitive information and documents without relying on email, thereby improving the confidentiality of college data.

Safety & Security

- The security team has received training on the campus camera system.
- The annual Clery report data will be submitted to the Department of Education by month's end. The Clery report will be posted to the LCC website by the October 1st.
- The first two weeks of Fall quarter have been busy with new student conduct issues.
- A dangerous waste shipment has been scheduled for 10/19/19.
- Planning for the Great Washington Shake Out continues- along with a corresponding awareness campaign. Flyers were delivered to faculty the last week of September.
- A missing persons' policy and procedure were drafted, covering students living in on-campus housing per 34 CFR 668.4(h)

Enterprise Services

Fitness Center

- Memberships are back up to 128 as of today.
- The fitness center is meeting with ASLCC to begin planning for the student fitness challenge in January.
- Parks and Rec climbing starts Oct 28th and goes through Nov 18th. Sign up through parks and rec.
- We will continue offering our Free Fit Class for staff and faculty (cross training) through fitness center staff at 11am on MWF, and Early Learning Center PE Classes 9-11am on Tues.
- We will also continue with training classes by appointment on the climbing wall for any members to learn to top rope and lead climb.

Bookstore

- Since implementing the Open Educational Resources initiative in September 2015, we have saved students just over \$1,000,000 by switching courses over to OER. Our goal was to try to save students \$100,000 per year, but students have saved more than five times that amount. Thank you to all of the faculty members who have put in the extra work searching for OER books and other alternatives to expensive textbooks. The print shop has done an exceptional job of processing orders from the bookstore. Faculty members have done a terrific job of seeking out material that works for their classes. They also created a database that houses all of the OER LCC is currently using so other instructors can view the material to see if it might work for their classes as well. Thank you to everyone involved in this!

Campus Services

- Maintenance/Custodial/Grounds staff spent much of their time over at the newly acquired apartment complexes and a considerable amount of work has been accomplished:
- Old appliances have been removed and replaced, hallways and corridors have been cleaned, the grounds have been cleared of debris, carpets have been shampooed, the walls and trim have been freshly painted in several of the units already and this work will likely continue into September.
- The boiler at the Steam Plant has been started up in preparation for cooler temperatures.

Athletics

- The Give More 24 event was a tremendous success as the LCC Foundation and the LCC Athletics department teamed up to raise over \$20,000 for student/athlete scholarships. The LCC teams were all very active in on-line outreach with special videos and appeals. Former LCC baseball player Bud Black donated \$5,000 through a match offer and many other people donated to help our student/athletes.
- LCC hosted the NWAC Baseball Showcase on Saturday September 23rd and 55 professional and four-year college scouts were on hand to watch the top stars in the conference. The three LCC representatives played very well.
- The LCC softball team took part in the NWAC Showcase in Portland and the Red Devils five players involved also showed very well.
- LCC athletes took part in service projects in September. The LCC softball team took part in the United Way Day of Caring and the LCC men's basketball team volunteered as referees at the Highland Area Renewal Project three-on-three basketball tournament.
- The ASLCC provided free pizza and giveaways at recent Volleyball and Soccer Spirit Nights. A good time was had by all.

Finance Office

- The State Auditor's Office completed the audit of the FY16 GASB Financial Statements. The statements will be released once we receive the final report from the State Auditor's Office.



OPERATIONS COUNCIL REPORT

2017 – 2018

INSTRUCTION

October 2017

Brendan Glaser, Vice President of Instruction
Karen Joiner, Executive Dean & Director of Nursing
Tamra Bell, Interim Dean of Instructional Programs
Kyle Hammon, Dean of Instructional Programs
Melinda Harbaugh, Interim Dean of Instruction and Learning Resources
Dani Trimble, Director of Workforce Programs and Career Services
Sarah Griffith, Director of eLearning
Suzanne Boursaw, Director of Head Start
Theresa Stalick, Director of Basic Education for Adults

Core Theme I: Workforce & Economic Development

- Twenty-five nursing students completed the Corporate & Continuing Education Professional Vocational Relationships course late August/early September. This 15-hour online course is offered in collaboration with LCC's Nursing Department and was developed by LCC Nursing Faculty Ann Ward. Successful completion (75% or better) is a requirement in order for students to take the Licensed Practical Nurse Exam through the Washington State Nursing Commission.
- Three students, two of whom are City of Longview employees, started the DHET 228/229 Class A CDL training program Sept. 25th in the Don Talley Building. This 160 hour course has restricted instructor-to-student ratios regulated at the state and federal level. Only four students are allowed in the truck during the drive portion of the training.
- LCC hosted the Association of Washington Business (AWB) as a part of Manufacturing Week. <https://www.awb.org/manufacturing-week/>. A tour bus with AWB staff and board members as well as elected officials came together with LCC staff, faculty, students, and local industry partners to show support for both local and statewide manufacturing endeavors. Presentations from Kris Johnson, AWB President and CEO and Scot Walstra, Vice President of the Cowlitz Economic Development Council, highlighted manufacturing opportunities in Cowlitz County including how LCC's programs support local employers efforts through education and customized training.

Core Theme II: Transfer & Academic Preparation

- Tamara Norton attended the National League for Nursing's 2017 Education Summit in San Diego. Topics included How to Develop Self-Directed Learners and Retrieval Learning: Enhancing Student Recollection and Application of Content, among others.
- Ann Williamson participated in the Governor appointed Para-educator Board in Spokane.
- Armando Herbelin is leading a student research project to test for trace amounts of pesticides in locally-produced honey and beeswax. The project will connect students to beekeepers and provide a valuable resource to the beekeeping community as they work to overcome the many threats to pollinators.
- Michael Strayer is presenting the keynote address at the 6th annual Cowlitz County Infant through Kindergarten Conference. The title of his address is "Barriers to STEAM in Early Childhood: Poverty, Gender, and Screen Time."

- Armando Herbelin added refinements to his CADA program for extracting assessment data from Canvas grading rubrics.
- David McCarthy has been reading Ellison and Native American literature in order to revise and update his multicultural literature course in directions that have gained importance given the current racial and political climate.
- Nicole DiGerlando designed an assignment for her Women's Literature course where students create their own anthologies, which has raised the level of engagement in the course to something that parallels a graduate seminar.

Core Theme III: Student Access, Support & Completion

- Thursday evening, September 29, 2017, Program Coordinator Alé Sanchez, joined President Chris Bailey at the Longview City Council meeting in which they were presented with an official Proclamation calling attention to Adult Education and Family Literacy Week, September 24th to September 30th 2017 and honoring specific efforts of LCC's Basic Education for Adults program.
- Made possible by an Exceptional Faculty Grant, an I-BEST Exceptional Faculty Training was held during in-service week, on September 14th. Facilitator Jill Yates had an excellent turnout with 27 ABE I-BEST and content faculty participating. This was the single largest gathering of teaching teams ever assembled at LCC. The training content included a discussion of I-BEST facts, figures, and current programs, eligibility for I-BEST, team teaching methods, I-BEST instructor responsibilities, the results of last year's annual CASAS testing pilot and ideas for achieving greater results in the future.
- There are currently 98 students enrolled in I-BEST sections. This number continues to grow as students continue to CASAS test into the program each week. Mark Gaither has made CASAS testing a requirement for all 42 of his BUS 100 students. Although all students receive academic support from their ABE I-BEST instructor during regularly scheduled class time, upon completion of the CASAS test, every I-BEST eligible student is enrolled in the program and invited to attend the appropriate extra and optional support hour each day.
- For the 2016-17 academic year, 52 I-BEST students earned a certificate or degree. 2017-18 is shaping up similarly. During summer quarter, 54% of I-BEST students earned honors level GPAs of 3.25 or higher.
- In an effort to best support and mitigate barriers for I-BEST students, Jill Yates continues to collaborate with Students Services by attending monthly Student Services Council, as well as weekly Advisors' meetings.
- Transitional Studies had an exceptionally busy first week of the quarter this fall, registering and CASAS testing over sixty new students.
- Transitional Studies has expanded into a second portable at Woodland Middle School. Classes are now offered on the same nights—Mondays and Wednesdays—for both ABE and ESL students.
- Becky Connolly has been working with Bridge to College English as a higher education partner and has been invited, along with professors from EWU and others, to be one of the statewide higher education partners.

Core Theme IV: Institutional Excellence

- Hiedi Bauer wrote 30 poems, 2 of which will be published in the upcoming CCHA Humanities Review
- Klint Hull opened the community conversations lecture series
- Abbie Leavens attended Lit Fuse, a writing retreat.
- Amber Lemiere has prepared a presentation on collaborative writing for the upcoming Northwest eLearning conference.

Topics of Interest

Recognition / Personnel

- Adam Wolfer will perform in Stagework Northwest's production of The Odd Couple (Female Version) by Neil Simon. He will play Jesus Costazuela.
- [Armando Herbelin held a 4-day chemistry workshop at St. Bernard's Academy.](#)
- Armando Herbelin held a 5-day ALICE programming workshop with Kalama library.
- Please welcome Marco Pedroza as Transitional Studies' new, bilingual Integrated English Literacy (IEL) Navigator. Marco will be supporting current and former non-native English speaking students, as well as those coming from non-native English speaking backgrounds as they navigate their college and career pathway.
- Corporate & Continuing Education hosted LCC's Family STEM Night on campus Sept. 22nd. Families got the opportunity to play Worm Bin Bingo, create bird feeders, build puzzle mazes and 20 sided 3D art globes, and take the Big Box Challenge and map coordinates on campus. They were fed free pizza thanks to donations from Steve Vincent and the Laboratory Sciences Institute, BNSF Foundation and Kinder Morgan Foundation. A big Thank You to volunteers from the Cowlitz County Master Gardeners and LCC Alumni Hannah Burleson and her R.A. Long Science Club team for helping LCC serve over 275 community members!

Upcoming Events

- **Oct 2-12**, 10am, Art Exhibit: J. Gordon, Rose Center for the Arts 110 - Gallery
- **Oct 2**, 1pm, Interview Intelligence, Admissions Building 120 - Career Center Lab
- **Oct 2-31**, 4pm, MWF, Spin/Indoor Cycling, Gymnasium Building 210 - Dance Studio
- **Oct 4,-31**, 11:30am, Wed. Garden Work Party, Learning & Healing Garden
- **Oct 4-31**, 11:30am, TWTh, Non-Native English Speaker's Study Table, Student Center 201 - Diversity & Equity Room
- **Oct 5-31**, 10am, Thu. Fall 2017 Community Supported Agriculture Program, Health & Science Building 103 - McLaughlin Community Resource Room
- **Oct 5-31**, 12pm, Thu. Community Conversations: Movies and Meaning, HSB 101.
- **Oct 6**, 12am, Last day for 50% Tuition Refund on Fall Quarter Classes
- **Oct 6-31**, 12pm, Fri. Battle Buddies to Study Buddies, Student Center 203 - Diversity & Equity Room
- **Oct 6**, 1pm, Applications - Paper and Online, Admissions Building 120 - Career Center Lab
- **Oct 9**, 1pm, Future Career Trends, Admissions Building 120 - Career Center Lab
- **Oct 10**, 1pm, Employer Spotlight: Longview School District, Admissions Building 120 - Career Center Lab
- **Oct 11**, 11am, Disability Awareness Month Movie Day, Student Center 101 - Student Center Lobby/Cafeteria
- **Oct 11**, 11am, Student Center - STC Conference Room (A,B,C Combined)
- **Oct 11**, 3pm, National Theatre Live Presents: Obsession, Rose Center for the Arts 101 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA0117
- **Oct 11**, 3pm, Emotional Intelligence at Work, Admissions Building 120 - Career Center Lab
- **Oct 12**, 1pm, Be your Own Best Advocate, Admissions Building 120 - Career Center Lab
- **Oct 13**, 1pm, Communications at Work, Admissions Building 120 - Career Center Lab
- **Oct 14**, 9am - 4pm. Cowlitz County Sixth Annual Infant through Kindergarten Conference, LCC Student Center Conference Rooms.
- **Oct 16**, 1pm, Transferable Skills, Admissions Building 120 - Career Center Lab

- **Oct 16**, 3:30pm, Northwest Voices Creative Writing Workshop, Main Building 146
- **Oct 17**, 12am, Last Day to Apply for Fall Graduation
- **Oct 17**, 1pm, Ready, Set, Graduate! Admissions Building 120 - Career Center Lab
- **Oct 18**, 3pm, Ethics in the Workplace
- **Oct 20**, 9am, Cholesterol/Glucose Screening, Health & Science Building 248
- **Oct 20**, 1pm, Working with Difficult People, Admissions Building 120 - Career Center Lab
- **Oct 23**, 1pm, Portfolio Power, Admissions Building 120 - Career Center Lab
- **Oct 23**, 2pm, APA Workshop, Alan Thompson Library Building 103 - LIB Conference Room
- **Oct 24, 25**, 9am, Creating a Safe & Healthy Campus Environment, Administration Building 100 - Heritage Room
- **Oct 24**, 1pm, Employer Spotlight: City of Longview, Admissions Building 120 - Career Center Lab
- **Oct 25**, 3pm, National Theatre Live Presents: Twelfth Night, Rose Center for the Arts 101 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA0117
- **Oct 25**, 3pm, Positive Self-Talk, Admissions Building 120 - Career Center Lab
- **Oct. 28**, 9 a.m. to Noon, Quarterly STEM “Microscopic Monsters”, Health & Sciences Building, Lab 304.
- **Oct 30**, 1pm, Introduction to Entrepreneurship, Admissions Building 120 - Career Center Lab

Auxiliary Program

Head Start

Head Start Operation Report

School has begun and near full enrollment has been reached. Twelve vacant spots will continue to be filled up until October 10th.

The Day of Caring took place on September 13th. Two teams, Nippon and Norpac, participated this year. Nippon applied fresh sod down on the playground at memorial park. Norpac re-sealed the bike path at Barnes. Both groups also helped make latch boards for each and every classroom. Head start cannot thank them enough.

Head start has been busy acquiring child care licenses for their centers due to the new classroom running longer than four hours. Licenses have been obtained for Memorial Park, Catlin, Castle Rock and Barnes.

LCC Connection: Fifty-nine parents and fourteen staff have signed up for classes for fall quarter at LCC.