

MINUTES

OPERATIONS COUNCIL

November 13, 2017

Heritage Room

Attending: Jason Arrowsmith, Chris Bailey, Paz Clearwater, Brendan Glaser, Wendy Hall, Kyle Hammon, Melinda Harbaugh, Eli Hayes, Cliff Hicks, Chad Meadors, Sue Orchard, Natalie Richie, Lupe Rodriguez, Nichole Seroshek, Janel Skreen, Stacey Sowders, Kendra Sprague, Dani Trimble, Nolan Wheeler, and recorder Linda Clark.

President Chris Bailey called the meeting to order.

1. MEETING TOPICS

Safety Update – Janel Skreen explained that the welding lab and office has been temporarily closed due to air quality results. The NIOSH heavy metals test came back extremely low except for arsenic--which was barely above the CDC recommended limit— and 38 times below the OSHA limit. Basically, we comply with air quality laws, but not with recommendations; thus, we are erring on the side of caution and closed the lab. Next steps: Clean lab and office areas and conduct additional testing. We are hoping for results on Tuesday, and if passable, classes can start this week. If the results are still high, however, it will be at least 3 more weeks. In the meantime, welding is being done outside under a covered area.

Accessibility – Sue Orchard, Melinda Harbaugh and Wendy Hall Wendy explained that as a result of the accessibility policy that was put in place earlier this year, a lot of work will be needed to ensure that documents (both written and on our website) comply with accessibility requirements. LCC is part of a statewide grant project called Access 360 which is helping to research the best implementable processes. Our internal committee has recommended that we start with the College's web editors. Subsequent trainings will be rolled out for staff and faculty.

Holiday Festivities – Wendy said that Cabinet approved holding a "progressive" holiday party this year on December 8th. There will be four stops with “goodies” at each station:

9:00 - Library

10:00 - Admissions

2:00 - ADM

3:00 - Student Center

More information will be sent out via email.

2. UPCOMING and/or RECURRING TOPICS

3. ROUND TABLE DISCUSSION

Chris Bailey

- Our state enrollments are up 2.8% this quarter--this equates to roughly \$283,000 in funding. Most of the other colleges in the system are down significantly. Our work on retention and completion is really paying off.
- CtcLink – Plans are progressing, although slowly. Spokane and Tacoma are still having issues. The next entity to convert will be the State Board. The issue now is how to fund the ongoing operations. The original 3% innovation fee will not suffice. Tentative plans are on the table--decisions will be made at a later date. This may impact our future budgets. At this point, it looks like implementation will be out 3-5 years.
- We will have a congressional delegation on campus November 28 to look at our BFET and I-BEST programs. Dani Trimble will forward details.

Nolan Wheeler

- Main Building Project – The General Contractor has indicated completion of Phase 1 by the end of November. Phase 2 cannot be bid until the State passes a capital budget, which we hope is by the end of this year.

Paz Clearwater

- Student Government has many events coming up before the end of the quarter. Check webpages, emails, and Twitter for details.

Dani Trimble

- A food pantry is currently being developed on campus and hopes to open at the beginning of winter quarter. ASLCC is providing start-up funding for it. A canned food drive at Harvest Fest began the collection of food.

Kirc Roland

- Our Soccer team made the playoffs this year and LCC had four reps on the All Star team.
- The volleyball team starts the NWAC tournament this Thursday
- Basketball season starts on Saturday.
- Meet the Red Devils night will be held at the gymnasium at 6:00 on Tuesday.
- The NWAC Office is going to do an audit of all colleges and will be on campus in the near future.

Kendra Sprague

- Initiative 1433 passed, which means our part-time hourly employees will be accruing sick leave. L & I will be developing the rules and regulations. Basically, for every 40 hours worked, part-time employees will get one paid day of sick leave. As an employer, we will issue information to all employees.
- Our HR team received a national award at the NeoGov Conference for the best managed implementation of the program.
- Last week's Scholarship Social was a success with nearly 340 people in attendance. \$374,000 in scholarships were awarded this year.
- The Athletics Hall of Fame will be held on February 3rd. This is the chief fundraiser for the Athletics Excellence Fund.

Eli Hayes

- We now have over 1000 forms on our new online forms platform.

Melinda Harbaugh

- On the weekend of Dec. 2-3, LCC will be hosting the Smelt Classic Debate and Speech tournament as well as auditions for high school honor band.

Natalie Ritchie

- The 25Live mobile application is now available.

Lupe Rodriguez

- Running Start registration is open.

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

- LCC Career Connected Learning hosted an Advisory Kick-Off for LCC Professional –Technical programs on October 25. Attendees received updates on process and policy for participation in advisory committees for the campus. Program Advisory meetings will continue through November with the Business Education Roundtable wrapping up the month on November 29.
- In collaboration with Instruction, Corporate & Continuing Education began a project with K12 CTE programs to better align pathways for students in our service area. CTE instructors and directors joined at LCC with business members to start the conversation for alignment. There will be three additional meetings this year ending in a culminating event that allows K12 instructors to gain clock hours for career pathway development.
- LCC Corporate & Continuing Education has received \$40K to run the Career Success Program from Workforce Southwest Washington. This program will serve up to 30 LCC students in the Opportunity Grant Program in career exploration, mentorship, and professional development.
- LCC Corporate & Continuing Education has contracted with the Kelso School District HiCAP program to host a STEM symposium and a Humanities-Fine Arts symposium for students 3-8th grade to explore LCC and careers in these areas.

THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- The “Fall into Winter” internal retention campaign is rolling out to students via the web, social media and signage on campus. The purpose of the campaign is to reinforce the idea that students should register for the following quarter by the last day of finals (in order to increase changes of interaction with their faculty advisor). The Office of Effectiveness and College Relations continues to incentivize the effort by giving away a \$50 bookstore gift card to one randomly selected student each term who registers by the target date (note: no state funds are used for the quarterly gift card). On November 7, Shalaina Williams, Stacey Sowders, Kristy Gutierrez and Wendy Hall will distribute reminder cards to all faculty advisors with the target registration date with the dual purpose of thanking advisors for the important role they play in student success.
- Staff in the Office of Effectiveness & College Relations continue to work on accessibility issues, including participating on the Access360 grant team, assisting with development of staff training, and converting Word and PDF documents owned by the department into accessible format.
- The new Forms Manager tool developed by Eli Hayes now has 50 active forms, with over 2,000 submissions to eight different departments.

CORE THEMEIV: INSTITUTIONAL EXCELLENCE

- Human Resources welcomed and oriented all new full and part-time employees. We provided the following training/development opportunities this month: Accident Report Training with Safety & Security; Domestic Violence Action Training from Stacey Spencer from the Emergency Support Shelter; and EAP Training; Creating a Safe & Healthy Campus. HR continued to train employees on the Online Hiring Center in NeoGov. A Title IX Training was provided to Campus Services, Bookstore, IT, & Business Office staff.
- The HR Team attended the NeoGov User Conference to learn more about our new recruitment/applicant tracking system. We were honored to receive the NeoGov “Best Managed Insight Implementation” Award for 2017. This is a big honor in light of how many users of NeoGov there are throughout the nation! A big shout-out to Samantha Orth who was our NeoGov implementation project manager!
- Red Devil Wellness: Walktober is back! Campus was very excited to do the walking challenge again! We kicked off with the fun run/walk around Lake Sacajawea on October 2nd. We also brought back the famous chili cook-off. There were 17 entries. It was a delicious and fun event. The fall quarter cholesterol/glucose screens were held in collaboration with the flu shot clinic through the Student Nursing Organization. The CSA program ended this month as well. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit.

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)
- 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.
- Develop questionnaire to help capture progress made by faculty on assessing student learning outcomes and continue to explore possibility of video capture with Instructional Assessment Committee.
- Draft report conclusion (include areas of focused improvement for LCC).
- Post draft report for campus review (early spring quarter 2018).

ctcLink news - LCC continues to participate in project management and common business process development meetings and discussions.

- **Foundation:**

- The Foundation partnered with the Continuing Education department in drafting a letter and fundraising plan to potential donors for a Commercial Driver License (CDL) simulator to be used within the CDL certification program. This is industry-driven and will help many employers within the community with commercial driving needs.
- We solicited and are receiving nominations for the Benefactor of the Year. Preparations are underway for the 2017 Scholarship Social where scholarship donors have the opportunity to meet their student recipients in person, enjoy dessert followed by an inspirational program. This year's dessert social is being held on Wednesday, November 8th at 7pm.
- Foundation staff attended the Community College CASE Conference where we learned more about "Promise" programs throughout the nation, planned giving strategies, alumni & board engagement strategies, and more. The Foundation has grown the Alumni Association to over 161 members. Foundation staff are discussing ways to engage more alumni with the possibility of sending monthly birthday emails to all alumni. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in September to thank them for their continued generosity. 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 \$93,000 in gifts this month including two gifts from Dan Evans, a \$20,000 for vocational scholarships and a \$5,000 gift for College Success. We also received a \$10,267 stock transfer from Delores Rodman for scholarships, a \$7,500 gift from the Schmidt Family Fund (Jason Schmidt) for annual scholarships, a \$5,000 gift from Bud Black as a match to the 2017 Give More 24! campaign, a \$4,000 gift from the Longview Pioneer Lions club for scholarships, a \$3,000 pledge payment from Dave Andrew for Athletic Excellence, and a \$3,250 gift from Fredrick & Adele Kneipp that is being matched dollar for dollar by Shell Oil Company Foundation.

- 10/02/17 Alexis Doble Program Assistant (Entry Center)
- 10/09/17 Stacey Sowders Outreach & Enrollment Specialist
- 10/16/17 Keith Pitts Maintenance Custodian

Nolan Wheeler, VP
Jason Arrowsmith, Security
Desiree Gamble, Finance
Richard Hamilton, Campus
Services
Cliff Hicks, Auxiliary Services
Sherie Hockett, Payroll
Brendan Day, Information

November 2017

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

Information Technology Services

- IT Services developed an application for importing, filtering, and editing National Student Clearinghouse records for degree and enrollment verification and student educational outcomes research.
- To prepare to support an Apple Mac lab on campus, IT Services is developing a procedure for requesting to purchase non-standard equipment.
- IT Services assisted troubleshooting a problem with Warner Pacific's website which impacted some of our University Center students. College Relations updated the University Center web page so that both Warner Pacific students and instructors will have easy access to the resources they need for classes.

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. Phase I of the project was supposed to be completed on October 25th, we are working with the general contractor to address their delay in completing this phase of the project. 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 developed a database to track Public Information Requests to meet new WAC requirements.

- With the new IT helpdesk, users could see their own requests for support, but if they shared equipment (like in a classroom or conference room) there was no way for them to see if a request had been submitted. IT Services developed an application and communication protocol so that when there is a problem that affects a room, that information will be posted on the front page of the helpdesk site. Future outages and planned maintenance times will be displayed there as well.
- IT Services updated the Service Request solution to display key statistics to users on the login page.
- IT Services setup digital signage in RCA foyer to improve communication about community events.

Safety & Security

- The security team is scheduled to participate in a Self Defense training at the end of November and Mental Health first aid in December.
- The trespassed persons' webpage has been updated to include all individuals currently trespassed from campus.
- Dangerous waste was shipped off campus for disposal on 10/19/17.
- A new service provider named Jacob Environmental will start recycling kitchen cooking oil in November. This is a free service and the oil will be sent to biodiesel refineries in Iowa.
- The statewide earthquake drill, the Great Shake Out, was completed on 10/19/17. A survey was completed following the drill and participants gave valuable feedback.
- Air monitoring was conducted in the welding shop adjacent to the lab. This test will determine the concentration of heavy metals suspended in air. Test results are still pending.
- An audit was conducted on emergency elevator phones and several programming updates are needed. EHS is working with Thyssen Krupp to correct these items.
- The Department of Health removed several old radioactive sources from an instructional lab on campus. The DOH will work to identify these sources and determine appropriate disposal sites.
- Emergency floor signage has been received and is ready for installation in the DTV building. This signage will likely be installed over the winter break.
- A Right to Know/ Lab Safety Training has been scheduled for natural science faculty in 12/04/17.

Enterprise Services

Fitness Center

- The fitness center is teaming up with ASLCC for all fitness events again this year. Breast Cancer 5K is in the books, Fitness Challenge up next!
- Parks and Recreation climbing started back up Oct 28th and goes through Nov 18th.
- 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

- Our Breast Cancer Awareness sale was well received on campus. Sales will help sponsor breast cancer research.
- We are currently setting up an in-store and online rental program that we will run ourselves. Students will need a debit or credit card at the time of rental so we can automatically charge them if they do not return the book, but only after we have sent them multiple email and text message notifications.
- Alternative Educational Resources are still on the climb and students have saved more money this quarter than any other quarter to date. Total savings for students eclipsed \$1,000,000 this past September, only 2 years after we launched the AER campaign. Our new goal is to reach \$2,500,000

in savings by December of 2019. Thank you to everyone who helped make this possible! The positive feedback we have received from students has been overwhelming.

Food Services

- The food services team is currently on schedule to make a profit this year, which is very difficult for any campus food services operation.
- The espresso stand has been more profitable than it has ever been and catering revenue has improved. Please email Cliff Hicks with any suggestions on how we can improve our catering and cafe options and service.
- In September, we started stocking the cold item vending machine in the student center and it has done very well, so we are looking at adding one of these machines over in the Learning Commons.

Campus Services

Maintenance

- There was a leak in the Student Center kitchen that was due to a pump failure. The pump has been replaced and staff are monitoring it to insure it is working properly and does not fail again.
- Keith Pitts was hired this month as a Maintenance Custodian. Keith's main focus will be cleaning up and maintaining the Olympic Court and Oak Terrace apartment buildings.

Grounds

- The grounds crew spent most of their time keeping the leaves at bay this month. Fall is certainly here and the grounds crew is here to make sure the pathways, parking lots, and grassy areas are clear and looking tidy.

Print Shop/ Central Services

- 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.
- The Print Shop was swamped this month keeping up with the massive influx of orders due to the Alternative Education Resource (AER) efforts in the bookstore.

Athletics

- The Lower Columbia soccer team won five consecutive games to end the regular season with a playoff berth for the first time since 2005. The Devils lost to Lane 3-1 in the playoff, but it was a tremendous season that will propel the team to continued success. It was also a fitting tribute to head Coach Harlan Crusier, who retired at the conclusion of the season. Coach Crusier plans to take a supporting role as he hands the reigns over to assistant Bryan Vogel.
- Baseball coach Eddie Smith left his job to take an assistant coaching position at Tulane University in New Orleans. Smith had remarkable success at LCC, winning two NWAC titles in his four seasons as head coach. Lead assistant Eric Lane will take over as Interim Head coach for the 2018 season. We wish Coach Smith the best at Tulane.
- The LCC volleyball team has put together another outstanding season and are ready to defend its NWAC Championship in Tacoma on November 18th.
- LCC Athletics took second place in the NWAC Presidents Cup competition, which tracks academic success. LCC finished just behind Big Bend. The strong showing in the Presidents Cup goes along with the Athletic Director Cup championship LCC earlier won for on the field/court success.

- The basketball season begins November 18th. Both the LCC men and women's should have strong teams.
- The 2018 LCC Hall of Fame class will be inducted February 3rd at Myklebust Gym. The class includes long-time baseball coach Kelly Smith (1995-2013), baseball star Bill Waag (1977-78), women's basketball standout Michelle Wiitala-Roy (1981-82) and basketball/baseball athlete Robert Key (1985-86).

Finance Office

- Mary Beth Beck left to take a position at Centralia College. We are currently recruiting for an Accounting Manager to take her place.
- New Payroll Manager Sherie Hockett will begin November 6th. She will be a great addition to the team.
- 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 November 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

Core Theme II: Transfer & Academic Preparation

- Melinda Harbaugh and Jennie Mynhier received funding for a Mac lab from the Technology Fee Committee. Funding includes: 20 iMacs for Main 118, 2 iMacs for the Learning Commons, 1 iMac for instructors, 1 iMac for the IT department, Adobe Creative Suite Licensing, Keyboards and Mice for all, and a compatible projector/digital display for Main 118.

Core Theme III: Student Access, Support & Completion

- There are 40 ECED students attending LCC through the Early Achiever grant.
- Tutors have led 447 tutoring appointments so far this quarter.
- The library received funding from the tech fee committee to purchase 12 additional chrome books to add to its collection for student checkout.
- The Learning Commons has provided support for 1,306 questions.
- Librarians offered APA Style workshops for students & faculty on October 23 and 25 and plan to give an MLA Style workshop on November 1.
- So far this quarter, librarians have offered 33 instruction sessions to 603 students, and 19 students have scheduled one on one appointments.

Core Theme IV: Institutional Excellence

- Kirk Knittle, Functional Analyst with SBCTC, visited campus to share [25Live](#) updates with the Implementation team. Kirk will be assisting the Implementation team in identifying areas for improvement and next steps in the months to come.
- The [Faculty Development Committee](#) re-elected Gina Challed as chair and reviewed 33 Faculty Development applications requesting over \$24,475 in funds. With only \$13,590 remaining in the budget (\$4,910 awarded in Summer) the committee was able to approve \$13,569, found alternative funding for \$4,196, and denied \$6,710. The committee will reconvene in January to review a draft of changes to the committee bylaws & guidelines.

- The Infant through Kindergarten Conference was held October 14 in LCC's Student Center. The event provided a variety of workshops for Infant-Kindergarten Teachers, Early Learning Professionals, and Child Care Providers, among others. There were over 250 attendees from Clark, Lewis, and Cowlitz counties. Organized by the Early Learning Coalition, the event had a long list of supporters including LCC Head Start/EHS/ECEAP, ECED department, and LCC Early Learning Center.
- Ann Williamson conducted a breakout session at the Infant through Kindergarten Conference, "Making and Tinkering with STEAM".
- Michael Strayer gave the keynote address "Barriers to STEAM in Early Childhood: Race, Poverty, Gender & Screen Time" at the Infant through Kindergarten Conference held at LCC on October 14.
- Liz Engel attended the annual conference of the American Association of Medical Assistants (AAMA) in Cincinnati, Ohio October 5-8. The accreditation workshop provided by the Medical Assisting Education Review Board (MAERB) helped prepare Liz for the upcoming self-study and site visit scheduled for winter 2020.
- Karen Joiner attended the semi-annual meeting of the Council on Nursing Education in Washington State (CNEWS) in Seattle on October 12 and 13.
- Heidi Carmody, Sarah Griffith, and Lindsay Keevy presented "Stop! Collaborate and Listen" at the Northwest eLearning conference in Pasco on October 19. The presentation focused on how cross-campus collaboration plays an important role in promoting student success.
- Sarah Griffith, Melinda Harbaugh, Lindsay Keevy, Heidi Carmody, David Rosi, Jeanne Hamer, Tamara Norton, Abbie Leavens, Jessica Strickland, Amber Lemiere, Stefanie Neill, Sue Homme, and Nadine Lemmons attended the Northwest eLearning Conference in Pasco October 19-20.
- Melinda Harbaugh attended the Library Leadership Council meeting in Spokane October 11-13. She serves as Chair Elect of LCC and executive committee member of the WACTCLC Library Consortium.
- Sarah Griffith and Melinda Harbaugh attended the eLearning Council meeting in Pasco on October 16-18. Sarah now serves as Chair Elect for the council.
- Heidi Carmody will be attending the CRLA (College Reading & Learning Association) conference in Pennsylvania Oct. 31st-Nov. 4th. The Tutoring Center is accredited through CRLA.
- Art Gallery / Rose Center for the Arts
During our last exhibit of J. Gordon's work we had approximately 424 visitors to the gallery.
- Art Gallery / Rose Center for the Arts
The upcoming exhibit of the LCC Art Faculty opens on Tuesday, October 31, 2017 from 4-6pm. Exhibiting faculty include: Ray Lynn Cooper (paintings), Michael Kohlmeier (scale model set designs), Jenny Mynhier (video), Marvin Pierson (digital photography), Judy VanderMaten (digital photography), Peipei Wallace (ceramics), and Trudy Woods (ceramics). The exhibit will run through November 30, 2017.
- Call to Artists
A call to Washington and Oregon artists was issued to let them know that we are currently accepting submissions for future exhibit consideration. Sixteen submissions have been received, logged in, and forwarded to the gallery advisory group to make their recommendations. Artists will be notified of the selection made shortly thereafter.

- Art Gallery Public Relations / Marketing
Diane Bartlett has been working with the College Relations office on efforts to increase information to the community on gallery exhibits and events – mainly involving local area print and online media avenues.

Topics of Interest

Recognition / Personnel

- Director of eLearning Sarah Griffith has been elected by the eLearning Council to serve as Chair Elect this year.

Auxiliary Program

Head Start

Operation Council Report

Head Start

October 2017

There have been have 528 children enrolled in the program with very few remaining on the waitlist. Head start seeks to fill the program, and wait-list with families soon.

Head start welcomes two new community representatives to the Policy Council. Christin McDaniel and Bethany Willis have left the council. Ray Cattin, principal of Wallace Elementary, and Steve Taylor, Kelso City Manager, have joined the Policy Council. The Council, comprised of parents and community representatives, meets every fourth Monday at 6:00pm in the LCC West Building. A training was held for new classroom representatives on Friday, October 20th.

The “Get Steamed Up” Conference was held on Saturday, October 14th. Attendance was at 250 occupants. Michael Strayer fared very well as a keynote speaker. The conference went perfectly.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

October 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

Nichole Seroshek, Registration

Dani Trimble, Workforce & Career Services

Stacey Sowders, Outreach & Enrollment



October 2017

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Worker Retraining has been awarded 8 additional FTEs for 2017-18. This increase corresponds to an additional allocation of \$41,000, of which \$12,040 is reserved for financial aid for students. The additional funding will be used to support Professional-Technical program marketing and outreach.
- In October, the Career Center featured the City of Longview for an Employer Spotlight. This workshop highlighted employment opportunities at the City, including municipal, clerical, and police department positions.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- The Advising team planned and hosted the Fall Quarter Transfer Fair on October 12 in the Student Center. Eight Universities were represented and approximately 100 students attended the fair to learn more about their transfer options.
- Advising has approximately 20 New Student Orientations scheduled to help prepare new students for Winter Quarter, with five happening in November. Each NSO serves around 25 new students - offering help with campus resources, how to navigate the website, and sign into their student email.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Outreach and Enrollment: The student services team (Workforce & Career Services, Entry Center, Advising, the University Center) continue to provide excellent outreach and 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 the month of October, LCC participated in five high school College & Career Fairs in the region, and numerous FAFSA nights, giving Student Services the opportunity to highlight the great programs that we offer to high school students, parents, and community members. October also brings 180 students from Coweeman Middle School for a campus tour.
- Disability Support Services converted all online forms to a more accessible and user friendly format. This will enable DSS students to request accommodations and services in a more convenient and timely manner. This will also allow DSS to conduct new student intakes with individuals in remote locations in a more complete way.

- Students using accommodations through Disability Support Services rose 4% Fall 2017 compared to Fall quarter 2016.
- To help address food insecurity on campus, a food pantry is currently under development. The on campus food pantry will be available to current students starting in Winter quarter, 2018, and will be located upstairs in the Student Center. ASLCC has approved \$3,000 to assist with start up costs which will include the purchase of canned and bulk foods for distribution. Additional donations for the food pantry will be solicited at ASLCC and other campus events, including the upcoming Harvest Festival.
- TRiO is 70% of the way to meeting our enrollment requirement for the 2017-2018 academic year. There are 70 open spots for students who are intending to earn a Bachelor's degree.
- For October, Counseling Services has completed 75 student appointments.
- During the September suicide awareness campaign, 114 messages of hope were collected and returned to the campus community with suicide prevention materials.
- The Counseling Center and HR worked together to create a Domestic Violence Awareness Event that featured the Emergency Support Shelter. The guest speaker presented about domestic violence awareness and prevention and was very successful in offering knowledge and resources to approximately 20 students who attended.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Representing the International Program, Marie Boisvert Visited sister university, Atomi University, to meet with program manager for the Atomi short-term program. She also met with alumni, and visited several schools including a meeting of several regional high school principals.
- An agreement was signed between the International Program and UniStudy in Richmond, CA. Unistudy is an ESL provider and we are now a partner school which means LCC can receive students who are graduating from their program and wanting to pursue a college program.
- The International Program has redesigned the iESL program into a pathway program that integrates service-learning with English language learning, and has clearly defined levels of progression.
- Through the International Program, a Service-Learning course was created with the intention of bringing together US students with International students in service learning projects led by nonprofit organizations in Cowlitz County.
- A workgroup was developed with faculty and staff to focus on recruitment and retention of international students.
- TRiO proposed a project to ASLCC and received just over \$5,000 of funding for a Service Learning project to provide Hurricane Harvey relief in Houston, TX. A group of three TRiO staff and four TRiO students will deploy to Houston on December 11th, and return December 14th.
- Seven committee members of the Accessible Technology Workgroup attended a two-day training in Tacoma, WA, at the end of October to continue developing an accessible technology plan for the college. This event and support from the SBCTC fulfills requirements for the Access 360 grant LCC received for the 2017-18 academic year.

TOPICS OF INTEREST

- Enrollment as of close of business 10-23-2017:
- State FTE for fall quarter is 2262, compared to 2193 on the same date last year (+3.1%).
- 2017-18 Annual State FTE is at 1061, compared to 1038 on the same date last year (+2.3%).
- November is Homeless and Hunger Awareness Month. Counseling Services, Career Services, and ASLCC will be partnering to put on a hunger banquet and food drive to support our upcoming food bank.

RECOGNITION/PERSONNEL

- The Registration office welcomed new team members Alexis Doble, full time program assistant in the Entry Center and Jaimie Cox, part time program assistant in the Entry Center during the month of October.
- Paz Clearwater has been incredibly helpful in coordinating events with ASLCC and creating effective outreach to our students.

STUDENT ACTIVITIES/ATHLETICS

UPCOMING EVENTS AND IMPORTANT DATES

October 17: Graduation application deadline for fall quarter

November 9: Last day to withdraw from fall quarter classes

November 9: Veteran/Dependent priority registration begins for winter quarter

November 13: Priority registration appointments begin for current students

November 20: Open registration begins for new students

November 20: Admission deadline for winter quarter (degree/certificate seeking students only)