

MINUTES

OPERATIONS COUNCIL

December 11, 2017

Heritage Room

Attending: Chris Bailey, Sue Boursaw, Desiree Gamble, Brendan Glaser, Wendy Hall, Kyle Hammon, Eli Hayes, Cliff Hicks, Karen Joiner, Chad Meadors, Sue Orchard, Sam Orth, Brandon Ray, Natalie Richie, Hahli Rogers, Kirk Roland, Stacey Sowders, Kendra Sprague, Dani Trimble, Nolan Wheeler, and recorder Linda Clark.

President Chris Bailey called the meeting to order.

1. MEETING TOPICS

Guided Pathways Update – Brendan Glaser provided an update on the latest developments and what will be happening in implementation of guided pathways.

- The last year was spent talking with Faculty and others about the guided pathway concepts, such as meta-majors, and what it might mean for our curriculum. We are slowly rolling out elements of the guided pathways approach.
- A few weeks ago, we learned that College Spark was going to offer another round of grants focused on guided pathways, so LCC submitted an application. Last week, notification was received that we will be considered for one of the five grants— official notification will not be made until after College Spark’s January 13th meeting. The grant will be \$100,000/per year for five years. The State Board may provide matching funds to the five awarded colleges.
- What will the grant mean to us?
 1. We will need to establish and develop meta-majors, which will consist of over-reaching umbrella areas that will cluster like programs for specific career paths, which will make it easier for students to make career decisions earlier in their education. We will need to create cross-functional teams to work on the meta-majors, and will likely start with 2-3 meta-majors.
 2. We will to provide a one-stop, intake, onboard, and advising process.
 3. There will be a lot of emphasis on pre-college work relating to pathways.
 4. We will need to develop policies and procedures as we move toward guided pathways.
- Sue Orchard further explained that we will focus on the “beginning with the end in mind.” This will require more intrusive advising not only at the intake process, but throughout a student’s educational career.

- Wendy Hall said that between the time we entered the ATD world in 2011 and now, College Spark changed their focus to be more prescriptive; thus requiring policy changes for student success, i.e. choosing a meta-major, mandatory advising, etc.

Dani Trimble asked about Faculty input. Brendan explained that it is a culture shift from the original intent of community colleges which provided “exploratory” education to more of a “prescriptive” education. Guided Pathways has shown less choice and a more structured pathway increases student success. A component of the grant application was a letter of support from the Faculty Association. We will work hard to eliminate any angst that exists with individual faculty members.

Draft Policy and Procedures re: Use of Electronic Signatures – Nolan Wheeler explained that the increased use of electronic forms necessitates the need for authenticity of electronic signatures. The draft policy that is being discussed is a template developed by the Office of the Chief Information Officer, followed by recommended procedures.

Brandon Ray explained that there are different levels of authentication as developed by the State, depending upon the liability of the form. For now, legal documents will continue with manual signatures. However, the State Board is looking at purchasing a program called DocuSign, which would then allow electronic signatures for high level or legal documents.

This draft policy and procedures have been shared with Governance Council (faculty), will be shared at the UMCC meeting next week (classified); and with Operations Council today (exempt). Following these three reviews, the policy and procedures will be sent out for campus review and feedback.

2. ROUND TABLE DISCUSSION

Karen Joiner

- Nurses pinning tonight.

Stacey Sowders

- Approximately 1200 retention calls were made last week!

Kendra Sprague

- Supervisor and Scones training will be held this Thursday on the new sick leave policy for part-time employees.
- She thanked Columbia and Nike Stores for offering their employee discount to LCC staff and faculty.
- Amazon Smile - When using Amazon Smile for business purchases, you must choose LCC Foundation as the recipient charity. Any other charity choice is a violation of the State Ethics rules.

Desiree Gamble

- The State Auditors will be here tomorrow through mid-January

Brandon Ray

- IT staff are busy working on the new Mac lab

Nolan Wheeler

- Cleanup in the welding lab started this morning. Further testing will be done sometime in the next two weeks. After cleaning, our team will paint the lab and make any necessary repairs.
- Our Vocational Building Capital Projects proposal is due Dec. 20
- On December 18, we are planning to perform an all-campus test of our notification system, followed up by a survey.

Chris Bailey

- LCC has seen a significant increase in completion results from both IPEDS and another agency. We are now one of the highest in the system!
- Tutoring visits have gone up 11% over last year.

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

December 2017

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

Information Technology Services

- IT Services completed transitioning the digital signs on campus to an open source solution to save ASLCC the annual licensing expenses.

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

- The document imaging and management demonstration of Hyland's OnBase solution took place on November 1. We are waiting on a quote from the vendor to proceed.
- IT Services expanded wireless network coverage in the Fitness Center and Student Center to improve network coverage for users.
- IT Services upgraded the online directory search function to include searches by first name, last name, department, title, phone, or email.
- IT Services upgraded the Storage Area Network with important security patches.
- IT Services setup an online helpdesk ticketing solution for Head Start to track service requests.
- IT Services installed a flat screen TV in the art gallery to display digital art.

- IT Services upgraded the ADC 144B conference room to accommodate sharing digital documents and presentations.
- IT Services developed an application to replace the legacy FilePro database used by the Security department.

Safety & Security

- An air quality test was conducted in the welding lab at Lower Columbia College on October 25, 2017. The results showed the air quality to be within permissible levels set by the Occupational Safety and Health Administration (OSHA). However, the results exceed recommendations set by the National Institute for Occupational Safety and Health (NIOSH). The decision was made to close the lab for the remainder of fall quarter to have it professionally cleaned and re-tested. The lab will reopen when air quality standards have been met. The lab is expected to re-open for winter quarter.

Enterprise Services

Fitness Center

- The fall climbing sessions through Parks and Rec concluded Nov 18th. 10 children ages 4-12yo participated. The winter climbing session will be Feb 24th- March 17th.

Bookstore

- Book buyback is December 4th – 8th. We are also running low on Cougar Gold cheese and the WSU creamery is completely sold out, so drop in and purchase some tasty cheese for the holidays before it is all gone!

Food Services

- The cafeteria will be closed during the break with the exception of the espresso stand, but we are going to test an ordering system out where staff and faculty members can order their meals ahead of time. For example, if you know you will want a chicken salad or a wrap or something for lunch, you can email Melissa Falter or Cliff Hicks an order request and when you would like to pick it up, and we will have it ready for you. We would prefer to have the orders placed the day before, but we will try to accommodate everyone's requests. If it works well, we are looking at trying to roll out an ordering system, possibly even delivery, sometime in the next few months.

Campus Services

Maintenance - There were 198 work orders completed in November. 60 of those were requested by ELC (formerly known as HOFL) in preparation for their rating inspection on November 15th. Maintenance staff worked overtime to get these work orders completed prior to that date and still keep up with the needs of the rest of the campus. Maintenance staff is focusing on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, filter changing, and emergency lighting checks.

- Keith Pitts continues to work over at the apartments – getting them ready for tenants. Tenants are moving in quickly while Keith and Campus Services staff work to make the apartments move-in ready. Work includes cleaning, painting, refinishing floors, installing carpets, appliances and GFIs, and working to make the grounds look tidy and inviting.
- The leak repair in the Heritage Room was delayed again this month; a last minute event was moved into that room on the day the work was to be completed. Work is now scheduled for the 5th and 6th of December – barring any unanticipated interruptions.

Grounds

- The grounds crew spent most of their time keeping the leaves at bay again 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.
- After having been shorthanded for several months, we continue to add new work/study employees to the Grounds team. This is a welcome relief for David who has been working overtime to get everything done. We could still use more work/study students, however, and have updated the job posting on LCC's website for campus work/study positions.

Custodial

- The team is prepping for work planned for the break, including deep carpet cleaning and floor scrubbing, detail cleaning, and equipment repair.

Key Shop

- Jeff Moenck and Minel Slabu are both learning Key Shop functions, i.e. cutting keys, changing locks/cores, installing door hardware, coding keypads, and maintaining Key Shop records.

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. We are excited about implementing the new system and expect great results. Minel is currently working on uploading hundreds of items with pictures/descriptions into the system and we hope to go live by February of 2018.
- Minel worked overtime in the Print Shop again this month to keep up with the massive influx of orders while also managing to his other duties on the Central Services side as well as in the Key Shop.

Athletics

- The Lower Columbia College volleyball team capped off another outstanding season with a fifth place finish at the NWAC volleyball championships. Khloe Clark was named to the All-Tournament team.
- The LCC soccer team was well represented at the NWAC soccer All-Star game as Grace Peacock, Chloe Brimhall, Emily McCoy and Kennedy Werner all played well.
- Both LCC basketball teams have shown that they will be competitive with 3-1 records in the early going. The LCC men hosted the 31st annual Red Devil Classic and it was well attended. The event was won by Spokane. LCC took third.

- The Booster Club event formally known as the Spaghetti Feed had a change of format this year. The “Meet the Devils” night featured a talent competition by each team featuring singers, jugglers, dancers and skits. It was a fun night showing the off field/court talents of the student/athletes.

Finance Office

- We are currently recruiting for an Accounting Manger to fill a vacant position.
- We are nearly finished with the FY17 Financial Statements. The auditors are scheduled to arrive Monday, December 11th to begin their audit of the Financial Statements.

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

Core Theme I: Workforce and Economic Development

- Corporate Partnerships and Training partnered with Cowlitz county PUD to deliver Project Management to a group of 23 PUD employees. Participants learned about the process of project management and were given tools to implement the next day.
- Career Connected Learning staff attended the WA-ACTE Fall conference on Advisory Committees, Cooperative Education, and building apprenticeships with K12 partners. Participants came back to LCC with innovative ideas for increasing advisory engagement, building stronger pathways to prof/tech degrees to increase enrollment, and expose youth to jobs in the trades. Career Connected Learning also continues to building articulations with K12 CTE programs and enroll high school students in dual credit programs.

CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- 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 (including producing videos for the LCC training course in Canvas), and converting Word and PDF documents owned by the department into accessible format.
- A new “animated explainer video” featuring the advantages of participating in Running Start is nearing completion. The video, which is about two and a half minutes in total, is the first completely animated video produced for LCC.

CORE THEMEIV: INSTITUTIONAL EXCELLENCE

- LCC is participating in a second follow-up study being conducted on the impact of Achieving the Dream on Washington community and technical colleges. The study looks at the impact of faculty professional development on student learning. Sixty-three faculty who attended the SCALE professional development workshop in 2013 have been asked to complete an online questionnaire about the impact of the workshop on their teaching. In January, a subset of that group will be invited to participate in focus groups with Bob Watrus and Deena Heg, the principals of the study.
- Open enrollment for healthcare coverage took place this month. HR provided guidance to all employees seeking more information about healthcare plans and options. TIAA CREF representative Rebecca Rohleder was on campus November 14th & 15th. She met with employees to discuss existing retirement accounts, starting or changing a supplemental plan, and also gave guidance on planning for retirement.
- Human Resources welcomed and oriented all new full and part-time employees. We provided the following training/development opportunities this month: the Online Hiring Center in NeoGov and an Ethics course in Canvas.

- Red Devil Wellness: LCC once again won the Walktober challenge for the second year in a row! Participation was a little lower than last year, but average steps were very close to the same as last year. HR coordinated with Nike and Columbia Sportswear to get LCC faculty, staff, and alumni employee passes to the stores. Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit.

- **Accreditation –**
 - A new tracking sheet for major and minor substantive accreditation changes is now available on the [LCC accreditation webpage](#) (bottom of page). The tracking sheet can also be accessed directly at:
https://docs.google.com/spreadsheets/d/1CsEWH7GWmH3vK87_kAA0PqYxeWd8ZdzZyAQNxzNUJB0/edit#gid=0.
 - 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.
 - 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. Discussions are underway at the system level regarding financing of the project into the future, given the significantly disrupted implementation schedule.

- **Foundation:**
 - The Foundation Board has selected Jim and Marianne Mitchell as the 2017-2018 Benefactor of the Year. Jim and Marianne, both LCC Alumni, graduated in 1951 and have provided significant financial support to the college for more than 20 years. Jim and Marianne were founding members of LCC's first pep club, the "Stella Bird Hihikers Club" and have stayed connected to LCC over the years. They also participated in the Foundation's feasibility study in 2012, which helped develop the goals of the Building Healthy Futures Campaign. Additionally, the Mitchells annually support two full-ride business scholarships and recently created an endowed scholarship fund in memory of their grandson, Eric James Mitchell. Jim and Marianne continue to demonstrate their strong support of the two-year community

college mission and describe their giving as “very rewarding” while they watch the continued growth at LCC.

- This year’s Scholarship Social was held Wednesday, November 8th in the LCC Rose Center, where more than 320 scholarship recipients and representatives celebrated the awarding of \$374,000 in LCC Foundation scholarships. Attendees enjoyed a variety of desserts during the meet and greet followed by a program in the Wollenberg Auditorium. The program featured student performances by the Choir and Jazz ensemble as well as scholarship recipient, Aaron Lopez who shared his story of dedicated perseverance of fulfilling his dream of becoming an engineer despite financial hardships. Nick Lemiere, Longview Pioneer Lions Club, was this year’s scholarship representative speaker and challenged scholarship recipients to return to this event one day, not at recipients but as scholarship sponsors.
- The Foundation has grown the Alumni Association to 214 members with 53 new members signing up in November. Foundation partnered with Nike to offer alumni members the opportunity to shop at the Nike Company Store during the month of December. If there is a good turnout of LCC Alumni, Nike will continue the partnership in the future. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in October 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 December 2017.
- In November, we received over \$62,000 in gifts. Many of the major gifts were designated for Athletics including a \$20,000 gift from Paul Laufman, a \$6,000 sponsorship from Rightline Equipment, a \$5,000 gift from Stephen Hinckley (Hinckley Family Foundation), a \$2,000 gift from Carol Carlson and Give More 24 funds from Community Foundation totaling \$14,614. Donors paid Give More 24 matching gifts directly to the LCC Foundation. Other major gifts include a \$2,000 gift from Country Cruisers for an annual scholarship and \$1,000 gifts from Mark McCrady and David McCrady.

- **New Hires**

- 11/01/17 Julian Rivas HR Specialist / Assistant Recruiter
- 11/01/17 Eric Lane Interim Head Baseball Coach / Assist. Athletic Director
- 11/06/17 Sherie Hockett Payroll Manager
- 11/16/17 Michelle Hanberry ECPS3/ Lead Teacher (ELC)



OPERATIONS COUNCIL REPORT 2017 – 2018

INSTRUCTION December 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
Natalie Richie, Director is Instruction Division Operations

Core Theme I: Workforce & Economic Development

- During fall quarter, air quality testing was conducted in the LCC welding lab. The results showed air quality to be within permissible levels set by the Occupational Safety and Health Administration (OSHA); however, the results exceed recommendations set by the National Institute for Occupational Safety and Health (NIOSH). Therefore, to ensure the safety of students, faculty, and staff, the decision was made to close the lab for the remainder of the quarter. LCC Environmental Health and Safety staff are working with commercial industrial hygienists to establish a cleaning plan with implementation to occur during the winter quarter break. LCC Instructional staff and welding faculty have been working closely with the 51 students enrolled in the welding program this quarter to develop plans to complete remaining coursework next term. Two students who were planning to graduate this quarter will still be able to do so. In order to accommodate varying student schedules, the welding lab will remain open two additional afternoons and one additional evening during the winter quarter. Throughout the process, students have been highly complementary of LCC faculty and administration for placing a high priority on safety and for handling student needs and questions on grading, scheduling, and financial aid with a high degree of professionalism showing excellent customer service.

Core Theme II: Transfer & Academic Preparation

- Becky Connolly and Dawn Draus are again aiding in the statewide development of High School curricula that align with precollege programs in English and Math. They have met several times with local and statewide collaborators. Our students benefit in several ways including streamlined placement. One result is that more students than ever before are placing directly into college level coursework.
- A STEM event called Unseen World was held by Lucas Myers and Katrina Fuller. Eight students attended a three hour long session focusing on microscopic organisms. Samples from the Richard Kelley Healing & Learning Garden were examined and video recorded by students using dissection and compound microscopes. Students were able to take home a 3-D printed phone microscope attachment that applies a 10x magnification to a cellphone camera.

Core Theme III: Student Access, Support & Completion

- In compliance with LCC's Accessible Technology Policy # 188, Andrea Gillespy has been working to create accessible versions of all LCC AER/OER materials located in the repository.
- Consistent with Core Theme III regarding student access, support and completion, Basic Education for Adults continues to transition students to Integrated Basic Education and Skills Training (I-BEST) throughout the quarter. Students enrolled in I-BEST gain access to increased instruction and twice the academic support to help them succeed. I-BEST enrollment is up over one percent from last fall. This boost may be attributable in part to I-BEST.
- Exceptional Faculty Team Teaching Training highlighted the benefits of I-BEST while emphasizing the critical impact of CASAS testing on the BEa program. Faculty were inspired to enroll more students and collaborate with staff in the effort to increase post-test rates in 2017-18.
- In an effort to better serve our students regardless of their immigration status or sexual orientation, Program Coordinator Alé Sanchez attended the recent UndocuQueer conference at Washington State University. Conference presenters included currently undocumented college students, law professors from around the country, and immigration attorneys. Presenters touched on several topics of concern to LCC's undocumented, DACA, and permanent resident status students. The BEa program plans to incorporate many of the resources and contacts obtained at the conference in their direct service to students.

Core Theme IV: Institutional Excellence

- To ensure that all steps are completed when a program change is initiated, which in turn will help ensure the integrity of the curriculum and programs at LCC, a draft Program Change Process that is inclusive and collaborative has been developed and is currently being vetted through various constituencies before final approval and implementation.
- Lower Columbia College is a finalist for the [College Spark/SBCTC Guided Pathways Initiative \(Cohort Two\)](#). A 60-minute video conference occurred on November 27th and is the next step in the review process. Finalist will be announced in early December.
- A list of instructional equipment needs is under development. Faculty will submit prioritized lists to the Instructional leadership team for consideration and to align with available funding. These lists will include items that will be needed in the current fiscal year, as well as, the next several years. A complete list will be provided to Instructional Council in winter quarter.
- Accreditation work is underway to update Instructional Committees bylaws and webpages. A template has been drafted and used for the Faculty Development Committee & the emerging eLearning Committee.
- 25Live has released a new Mobile Version of the website which provides a simplified request form and smoother navigation of the website for requestors. To toggle between the two views, log in to 25Live, scroll to the bottom of the *home page* & select 'mobile version' or 'desktop version.' To learn more about the 25Live system, visit the [25Live help page](#), or contact one of the 25Live implementation team members.
- LCC Nursing held their Flu Shot Clinic October 17-21, 2017.
- **Art Gallery / Rose Center for the Arts**
 - The LCC Art Faculty exhibit opened on Tuesday, October 31, 2017. 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.

- Trudy Woods and Peipei Wallace will be conducting an artist talk / Q & A session (open to the campus community and the public) in the art gallery regarding their work on Monday, December 20 at 2pm and 7pm.
- A “preview mini-exhibit” is on display in the art gallery with student pottery help spread the word of their upcoming student pottery sale scheduled on Friday, December 1 from 10-5 and Saturday, December 2 from 10-3.
- Planning is in the works for the winter quarter exhibits. Michael Johnson, a Seattle based artist will be exhibit sculptures in January 2018. Brian Sostrom will be exhibiting atmospheric acrylic a paintings during the February/March 2018 exhibit.
- A 50” flat screen panel has been purchased and installed in the art gallery to increase the type of artwork to be shown in the gallery.
- **Scheduling for Upcoming Exhibits**
 - After the art gallery advisory group reviewed the submissions for future gallery exhibits recently, an offer has been made to artists to fill the fourteen exhibit vacancies through the end of spring quarter 2020. Twelve of the fourteen exhibits have been confirmed.
- **Art Gallery Public Relations / Marketing**
 - Contact and listings have been made to the following print (and online) local media outlets to increase awareness of gallery exhibits and events: The Daily News, Columbia River Reader, The Wahkiakum County Eagle, and the Valley Bugler.
 - A flat screen panel has been installed in the Rose Center for the Art’s lobby to post event formation related to the performing and visual arts.

Topics of Interest

Recognition / Personnel

- All six of LCC’s Early Learning Center mentor teachers passed the tests enabling them to reliably complete observational assessment of children’s learning and development from birth through kindergarten via the Teaching Strategies GOLD® system.

Upcoming Events

- **Dec 1,2**, 10am, SLIP Club Student Pottery Sale, Main Building 104 - Ceramics
- **Dec 1**, 7:30pm, Choir Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA0117
- **Dec 5-28**, 11:30am, Non Native English Speaker’s Study Table, Student Center 201 - STC Conference Room (A,B,C Combined)
- **Dec 5**, 4pm, Student Recital, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium, RCA0117
- **Dec 6**, 11:30am, Garden Work Party, Learning & Healing Garden
- **Dec 6**, 3pm, National Theatre Live Presents: Amadeus / Encore, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium, RCA0117
- **Dec 10**, 3pm, National Theatre Live Presents: Peter Pan, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium, RCA0117
- **Dec 12**, 7pm, Longview School District Winter Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Dec 13**, 7pm, Kelso School District Holiday Jazz Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Dec 18**, 7:30pm, Mark Morris High School Choir Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Dec 21-27**, 12am, Efficiency Closure - Campus Closed

Auxiliary Program Head Start

The Head Start Policy Council has elected their officers and representatives for the 2017-18 program year. Parent Representatives from each of the 27 classrooms are elected out of the 528 parents to serve on the Policy Council. Parent, Draco Quiles, was elected President and Elisa White as Vice-President. Serving as Secretary is Erika Dwyer and Shoshana Munson as Treasurer. The officers and Executive Committee for the Head Start Policy Council provide leadership for meetings, represent the programs to the community, and make policy recommendations when needed. Each program also elects parents to the Washington State Head Start Association (WSA). They serve as advocates for young children and families across the state. Representing the LCC Head Start parents is Irene Padilla Contreras. ECEAP parents will be represented by Cassie Buxton. Kimberly Killian will be representing Early Head Start.

New Licensing Requirements

Washington State Administrative Code requires any program providing care for children over four hours become a licensed child care provider with the Department of Early Learning. With the conversion of three Head Start classrooms from part-day (3.5 hours) to full-day (6 hours) this fall, the program achieved licensing at the following centers: Memorial Park, Catlin, and Barnes. The program also became licensed for Castle Rock in anticipation of more classroom conversion in the future. Our two centers on the Lower Columbia College campus known as LCC East and LCC West have been licensed for many years. Some minor upgrades to facilities and lots of paperwork helped us earn these licenses. The Lower Columbia College Campus Services Department, Kelso School District facilities, and Castle Rock School District facilities were instrumental in the necessary upgrades which included things like updated emergency lighting. Our local Child Care Licensor and State Fire Marshal worked tirelessly alongside us to meet this goal in late August. We thank our partners for ensuring that crucial early learning services continue to be provided throughout our community without a break in service.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

November 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

Lupe Rodriguez, Running Start



CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Several on campus marketing and outreach events to promote Workforce Programs (Worker Retraining, BFET, Opportunity Grant, and WorkFirst) were held this month. Over 80 students completed the online eligibility survey, Start Next Quarter, and subsequently attended Workforce orientations. As part of this effort, students were encouraged to meet with their advisors and register for Winter quarter classes. As a result, enrollment in Workforce programs has increased, most notably in Worker Retraining, which saw an increase in over 20 FTE this quarter.
- Workforce staff and Early Childhood Education faculty collaborated to increase funding and support services for students participating in the Early Achievers grant. Students attended two information sessions and were given assistance completing the FAFSA.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRiO took a group of 7 students to visit the Boeing Factory for a tour of the facilities and a discussion about careers in Engineering.
- TRiO took a group of eight students to visit OHSU where they toured the science department and had the opportunity to meet with a doctoral candidate who is doing her research around radiation therapy and cancer. Students were able to view breast cancer cells under a microscope.
- International programs is taking a group of students to visit UW-T, Seattle U, UW and WWU and has been assisting students with choosing universities and application procedures.
- International programs has redesigned the progression and curriculum for iESL.
- Advising: The Advising Institute is supporting ten new or current Faculty covering navigating LCC & Developmental advising.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- TRiO staff have met with 85% of the 227 students served in the program for winter quarter registration, and are working to meet with the remaining 15% in the coming weeks.
- International programs has fine-tuned the “color coded” degree tracking sheets, and has operationalized mid-quarter check in.
- Disability Support Services is currently up 9% in active students using accommodations

compared to fall quarter 2016.

- DSS has 165 students participating in the DSS Canvas Advising course, which is the largest number to date.
- In partnership with the LCC Early Learning Center, BFET staff co-hosted the Fall Family Night. As part of this event, 103 student parents and their children had an opportunity to interact and build relationships with other parents and teachers. Family activities related to nutrition, healthy eating, and literacy were also highlighted.
- As part of a quarterly series, 10 BFET student parents attended a parenting workshop focused on positive guidance. Students had the opportunity to ask questions and talk through specific parenting challenges as a group. Campus and community resources related to parenting were also shared.
- ASLCC held a blood drive with BloodWorks NW on November 16th and 17th and 48 donors registered to donate blood.
- ASLCC got festive on November 28th and hosted a Holiday Bingo event in the Student Center with holiday music, gingerbread house making, and prizes for students.
- ASLCC is also hosted a Fall Relaxation Day on November 30th to help students calm their minds before finals.
- ASLCC is decorating wreaths and pairing them with holiday gifts to donate to LCC families in need. Nominations for students are due Wednesday, November 29th and the nomination form can be found on the Student Life page on the LCC website. Students who receive the gift will be notified for pickup during finals week.
- During an induction ceremony on November 9th, Phi Theta Kappa inducted 36 new members into the Gamma Tau chapter. Phi Theta Kappa Students toured WSU-Vancouver on November 15th and attended a workshop titled “The A-Z of Paying for College”.
- Outreach and Enrollment represented LCC at seven area College and Career Fairs (White Pass, Columbia River, Woodland, WF West, Kelso, Mark Morris and Mossyrock) to provide information to nearly 600 students, parents and school staff about available educational and career opportunities and resources. Outreach collaborated with Career Services, Advising, and Continuing Education, to offer three FAFSA nights (Clatskanie, Kelse, Castle Rock) reaching 23 families, and two career and college classroom visits (Winlock and iTech Prep) reaching 40 students.
- A group of 15 seniors from North Columbia Academy visited the LCC campus to learn more about automotive and health careers and educational pathways.
- Advising: The LCC Advising team provided advising support to each of the College 101 & 102 courses for fall quarter. 20 New Student Orientations are scheduled for new or returning students for winter quarter. The Advising team spent part of Monday November 6th promoting “Be a Smartie” Winter Registration Campus Blitz reminding students to seek out advice from their Faculty Advisor in preparation for winter quarter.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- TRiO is taking a group of 3 staff and 4 students to Houston, TX from December 11-14 to provide Hurricane Harvey relief. Students and staff will be rebuilding homes destroyed in the hurricane.
- International programs visited Vietnam and Cambodia to recruit students and set up agency agreements.

- As part of the ¡La Chispa! bilingual leadership program at Mark Morris High School, LCC hosted 150 middle school students on campus. Current LCC student Diana Vidal-Bueno shared about her experiences and success story as a first generation college student. Information on college planning and resources such as College Bound were also shared with students.
- LCC was featured in a promotional video by the Northwest Credit Union Association highlighting the Matched Education Savings Account (MESA) program. This program encourages savings and financial literacy, and will match student's contributions 3 to 1, for a total of \$2,000. The video featuring an LCC student success story can be accessed here: https://www.fibreco.com/personal_banking/mesa_matched_education_savings_account.aspx.
- Representatives from the Legislature, SBCTC, and DSHS visited campus on November 28th to discuss policy issues related to BFET and WorkFirst. Tours of Early Childhood, Machining, and Diesel Technology IBEST classrooms and of the LCC Early Learning Center showcased our high quality programs. Several BFET and WorkFirst students attended a lunch with the group to discuss their barriers as low income students and the support and interventions they have received.
- Student Activities and Phi Theta Kappa held a scholarship party on November 20th for students interested in applying to the All-US Academic Team. 16 students have begun the application for this award. President Bailey will nominate the 2 transfer and 2 workforce students to move forward on Friday, December 1.
- Advising & E-Learning: With the assistance of the E-Learning office LCC is hosting the Advising & Counseling Council Canvas Site for the state of Washington.
- Advising: The Advising Team did a presentation makeover including new videos for our New Student Orientation.

TOPICS OF INTEREST

Enrollment

- Enrollment as of close of business 11-27-2017:
- State FTE for fall quarter is 2323, compared to 2257 on the same date last year (+2.9%).
- State FTE for winter quarter is 1232, compared to 1241 on the same date last year (-0.7%).

UPCOMING EVENTS AND IMPORTANT DATES

- November 20-Open registration for winter quarter
- November 20-Admission deadline for winter quarter (degree and certificate seeking students only)
- November 21-Priority deadline for winter quarter financial aid
- December 5-7-Fall quarter Final Exams
- December 11-Fall quarter grades due by 2:00PM
- December 11-Fall quarter grades are available online
- December 29-Winter quarter tuition due date