

MINUTES

OPERATIONS COUNCIL – JANUARY 8, 2018

Attending: Jason Arrowsmith, Chris Bailey, Tamra Bell, Sue Boursaw, Paz Clearwater, Desiree Gamble, Marisa Geier, Brendan Glaser, Wendy Hall, Kyle Hammon, Melinda Harbaugh, Cliff Hicks, Karen Joiner, Sue Orchard, Natalie Richie, Hahli Rogers, 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

Draft Accessibility Plan:

Sue Orchard shared the work that we are doing with accessible technology and our subsequent accessibility plan. She explained that a statewide policy incentivized us to come up with this plan which includes a clear timeline and details of what we need to be doing around electronic accessibility. As supervisors in the room, please ensure time for staff to take trainings, spend time in the labs, etc. Wendy said that the website is in good shape as far as accessibility, but it's the individual documents that are linked which are "owned" by various staff and faculty that we are targeting with the training.

- Information, documents and forms that are shared on our website must be accessible
- For faculty, their online coursework needs to be accessible (can use ALLY for checking accessibility in Canvas documents).
- Soaring into Accessibility - soon-to-come Canvas accessibility training. Web Editors will be taking a more lengthy training.
- Another area included in the plan is to check with purchasing or IT if you're interested in purchasing software to ensure accessibility.
- Please provide feedback to any of the committee members.

2017-18 Enrollment Initiatives:

Wendy Hall explained that Chris and Sue had attended a strategic enrollment conference last year and came back with information to help with retention, completion and recruitment. The initiatives were separated into various sections with leads assigned to each. The 2017-18 Enrollment Initiatives contains summary information on the work of each section. More detailed plans and goals are available from each section lead. Wendy also explained that having the enrollment initiatives is an important aspect within the new accreditation standards.

Chris said this is an avenue to look at creative strategies for enrollment stability and revenue due to state funding cuts from the years ago. The idea was to bring enrollment management to the appropriate content expert staff.

Campus Culture

Chris provided information and documents that he got from Harvard on culture styles within institutions on dependence versus inter-dependence for success. He is collecting data from various

groups on campus to get a feel for what individuals feel is the campus culture. He asked each Operations Council member to complete and return the form for further analysis.

2. UPCOMING and/or RECURRING TOPICS

3. ROUND TABLE DISCUSSION

Chris Bailey

- The Legislative session started today. The Governor's budget did not provide for community colleges. Chris has talked with Senator Takko who said the capital budget is top on his list

Nolan wheeler

- The Main Building contractor has proven to be problematic. If anyone on campus receives a call from sub-contractors regarding payment (or lack thereof), refer them to Nolan.

Paz Clearwater/Dani Trimble

- The LCC food pantry—"Food for Thought" opened today. More marketing and information will be going out to campus in the near future. The pantry is open to both students and staff with need.

Desiree Gamble

- The State Auditors are on campus for approximately another two weeks.
- Our new Accounting Manager, Derek Huhta, started last week.

Brendan Glaser

- He reiterated that the Legislative budget will likely not be friendly to community colleges as far as funding. The McCleary Decision for K-12 may still require the bulk of educational funding.

Natalie Richie reported on some upcoming events:

- Classified breakfast February 1
- Faculty appreciate breakfast March 30
- Outstanding student awards May 23rd

Kendra Sprague

- New paid sick leave law affects p/t hourly, student help, and Workstudy students. If you missed the recent training, please contact HR.
- We have filed a CR 101 regarding our public records act rules to be compliant with the new public records law. New draft rules will go out after March 3rd.

Kyle Hammon

- Test proctoring hours are reduced this week due to staffing turnover.
- He has received some concern from Faculty regarding the accessibility timeline.

Janel Skreen

- We are planning a lockdown drill this year with the date still to be determined.

Wendy Hall

- We hope to know more by end of the month on our ctclink deployment schedule. Eli Hayes is on family leave this month and will be p/t through the quarter, so please direct any questions to her.

Melinda Harbaugh

- The Learning Commons will be hosting tech check days tomorrow where students can bring in their technology for a quick look at problems.
- Honor Band concert - 50 participating high school students were here for practice and the concert was held on Saturday.
- Keep your eyes open for a TDN article featuring new things going on with Arts and the new Mac lab.

Sue Orchard

- Commencement planning meetings have begun.

Marisa Geier

- Congress is working on a giant bill to make sweeping changes to financial aid. Unfortunately, most of the changes are not in favor of students. She thinks a decision should be made by July 1

Tamra Bell

- Work continues to move along with the BAS degree. Timeline for full implementation is scheduled for Fall 2019.

OPERATIONS COUNCIL REPORT – President’s Office

JANUARY 2017

- Wendy Hall, Effectiveness and College Relations
 - Hahli Rogers, Corporate and Continuing Education
 - Kendra Sprague, Human Resources and Foundation
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Core Theme I: Workforce and Economic Development

Core Theme II: Transfer and Academic Preparation

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 complete and will be rolled-out in January. The video is the first completely animated video produced for LCC.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Staff in Effectiveness and College Relations are assisting researchers from College Spark with a study about the impact of faculty professional development on student success. There are two components to the project, a survey and focus groups. The survey is now complete, with 28 faculty who attended the SCALE workshop in 2014 responding. Seventy-nine percent of faculty reported using techniques they learned from SCALE in their classroom, with 100% reporting that the techniques were somewhat, moderately or very effective. Eighty-one percent of faculty reported that they have increased their use of data for the purpose of improving teaching and learning over the past four years. The researchers will be on campus on January 11 to conduct the focus group portion of the study.
- Human Resources welcomed and oriented all new full and part-time employees. We provided a training for supervisors on the new Paid Sick Leave Law affecting all of our part-time hourly and student employees. We created a new procedure, FAQ and guidance for our staff on the new laws. We provided the following training/development opportunities this month: the Online Hiring Center in NeoGov and an Ethics course in Canvas.
- Red Devil Wellness invited campus to get into the holiday spirit by entering their department in the holiday photo contest! 18 departments entered. There were backdrops and props for folks to use! Campus voted to determine the best photo. The most spirited department, Transitional Studies, won a healthy lunch during winter quarter! 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

- Accreditation update: preparation for our upcoming Year Seven Report and Visit, scheduled for October 17-19, 2018, continue. Remaining tasks include:
 1. Complete basic institutional data sheet.
 2. Submit remaining new as well as terminated instructional programs to the NWCCU for approval and finalize instructional update section of the report.
 3. Finish review of standard 2.B.6.
 4. Gather data and draft standards 3B – 5B.
 5. Gather and organize exhibits.
 6. Make logistical arrangements for the visit.
 7. Review Curriculum & Program Review reports and develop relevant interventions where needed.
 8. 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.
 9. Draft report conclusion (include areas of focused improvement for LCC).
 10. Post draft report for campus review (early spring quarter 2018).
- 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_kAA0PqYxeWd8ZdzZyAQ_NxzNUJB0/edit#gid=0.

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's Holiday Thank-a-thon was held during the first week of December. LCC student athletes and scholarship recipients made 287 phone calls thanking donors for their support. Donor calls were made to supporters of the LCC Booster Club, Athletic Excellence, Student Success, College Success and scholarship sponsors.
- The Foundation launched its year-end-appeal with a direct mail piece, an e-mail piece, and social media posts. The direct mail went to almost 930 recipients. So far, we've received \$4,460 and are hoping more will come in after the new year. We have the capability of mobile giving now with our new Mobile Cause platform. We hope to see this new platform expand our donor base.
- The 2017 Retiree Luncheon was held, December 15th at Teri's Restaurant providing an opportunity to keep LCC retirees connected. Twenty people attended, including LCC Foundation Board Member, Jane Rosi-Pattison who welcomed the group; President

Bailey provided campus updates, Kendra Sprague updated everyone on Foundation news, and Sheila Burgin shared about the upcoming Athletic Excellence Celebration and Retiree Association card privileges.

- Holiday Cards were sent from the Foundation to Wertheimer and Heritage Society members, current and former trustees, current and former board members, top donors, and VIP constituents.
- The Foundation has grown the Alumni Association to 255 members with 43 new members signing up in December. Foundation partnered with Nike and Adidas to offer alumni members the opportunity to shop at their Employee Company Stores during the month of December. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in November to thank them for their continued generosity.
- The Foundation successfully completed the Financial Audit for the 2016-2017 fiscal year. All significant transactions have been recognized in the financial statements in the proper period. There were recommendations on Hosting/ Vending accounts, fund raising events, and policy for classifying net assets. The Foundation is working on these recommendations.
- In December, we received almost \$52,000 in gifts including a \$10,000 pledge from Dale Lemmons at Signature Transport for the CDL simulator, a \$5,000 grant from Weyerhaeuser for Student Success, a \$5,000 gift from Ed Hayes for Athletic Excellence, and a \$4,000 gift from the 40 & 8 Voiture 99 for annual scholarships.

New Hires

12/1/2017 Jill Groves Area Manager/Coach (Head Start)

LOWER COLUMBIA COLLEGE

OPERATIONS COUNCIL REPORT

JANUARY 2018

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

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

Information Technology Services

- IT Services setup and configured Mac desktops in the Art computer lab.

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 IT Services successfully retired a 2003 web server.
- IT Services installed emergency notification push buttons in key locations around campus and additional emergency notification devices in an Art classroom and the Career Center.

- IT Services developed an application to get statistical information and reports from the helpdesk database.
- IT Services updated the servers with the latest security patches.
- IT Services successfully tested the emergency notification system both on campus and at remote locations.
- IT Services staff participated in Apple training to support the desktops in the Art computer lab.
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Safety & Security

- Security hired two new part time security team members, Tristin Walczak and Jacob Trotter. Tristin works full time for Department of Corrections and moonlights with us and Jacob comes to us with experience as a volunteer with Cowlitz Fire District 2. We are happy to have both of them on board.
- The security team participated in self-defense training instructed by professionals from Longview's own Academy of Kung Fu. We are happy to report that no injuries occurred during the hands-on training (no pun intended).
- In January the security team will be training on mental health first aid and the appropriate response to a person in a mental health crisis.
- The trespassed persons web page has been updated to include all persons currently trespassed from campus. The trespass page is available for viewing at <https://lowercolumbia.edu/safety/crime-reports/trespassed-persons.php>
- The security team has continued adding to Standard Operating Procedures Manual for the department. A new procedure was developed and implemented outlining the plan/actions for impounding abandoned vehicles on campus.
- A system wide test was conducted on the mass notification system on Monday 12/18/17. This test allowed us to identify some technical issues that can now be addressed. Over all the system is working well and covers all interior buildings.
- Jason Arrowsmith handled an increased number of Student Conduct reports toward the end of fall quarter, which is not unusual. The Maxient reporting system has been in place for a little more than a year and has been very helpful. We've expanded our utilization of the platform and created separate areas within the software to handle Accident reports, Title IX reports and reports of Academic Dishonesty in addition to Student Conduct cases. The investment in the software is certainly paying dividends.
- The Executive Leadership Team completed basic Incident Command Training on 12/19 & 12/20. The training was conducted by Cowlitz County Department of Emergency Management.
- A container of dangerous waste was stabilized for shipment, which required a parking lot closure on 12/01/17.
- Janel Skreen and Richard Barker attended a hazardous materials emergency response course in order to renew their annual certification.
- Water quality testing was conducted in the Early Learning Center classroom to screen for copper levels.
- Remediation work began in the welding lab and adjacent rooms on 12/11/17.
- A campus-wide respirator protection program has been drafted for use. This will allow designated staff the ability to use a respirator when the need occurs.
- A general laboratory safety training was provided to Science faculty on 12/04/17, covering hazard communication, PPE (selection, limitations and use) and spill response.
- Dangerous waste was transported from the Chemistry Department labs to the Central Waste Storage area on 12/08/17.

Campus Services

Maintenance

- Maintenance staff spent over 48 hours on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- Christmas lights continued going up around campus this month in preparation of the holiday season. The campus looked beautiful come Christmas time – especially with the snow! All lights, reindeer, and trees have now been taken down as we welcome in the New Year.
- 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 in the Heritage Room was temporarily patched by the vendor this month. They plan to come back in the spring to do the finish work as it needs to be warm and dry for the wall adhesive to hold.
- Maintenance completed over 10 painting projects this month – all of which were planned for and took place over the Efficiency Closure.
- Jeremy worked overtime on New Year's Eve to install the new, upgraded LED lighting in the Welding Lab (with which, LCC will receive a rebate from the PUD). Additionally, the welding lab and office were painted over the break. The lab was opened for use on schedule for the start of Winter Quarter.

Grounds

- The grounds crew spent most of their time keeping the leaves and ice at bay this month. The Efficiency Closure aided the team in completing some more intensive irrigation and planting work that is best done while campus is closed.
- After having been shorthanded for several months, we continue to add new work/study employees to the Grounds team. We could still use more work/study students, however, and have updated the job posting on LCC's website for campus work/study positions.
- The grounds crew decorated the pavilion with lights and a couple of lighted reindeer that added some charm to the various holiday celebrations on campus.
- David purchased a nearly 12ft tall Christmas tree for the Student Center as well as a live tree for the Campus Services Department. The live tree has now been planted on campus and the tree in the Student Center made a cheery and festive center piece for the Christmas Promenade.

Custodial

- The custodial crew spent the Efficiency Closure deep cleaning carpets, waxing and scrubbing floors, and completing otherwise intensive work that is best done while students and staff are not present. Custodial also spent much of the break time assisting Maintenance with the considerable amount of painting that was scheduled for the break. All of which has been completed!

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.

Athletics

- The Lower Columbia Athletics continues to show strong in the classroom after Fall Quarter grades were posted. The overall Fall GPA for the six LCC teams was 3.14. Softball had the highest GPA at 3.33. Volleyball was next at 3.25 followed by Soccer at 3.15, Baseball at 3.10, Men's Basketball at 3.09 and Women's Basketball at 2.99. Six LCC student/athletes achieved 4.00 GPA's in the Fall.
- The LCC Athletics Study Table program led by Eric Lane and Ian Sanderson continues to assist our student/athletes to succeed.

Finance Office

- New Accounting Manager Derek Huhta will begin January 2, 2018
- The Finance Office is currently recruiting for a Procurement & Supply Specialist 2 (Buyer) to fill a vacant position.
- The FY17 Financial Statements are now complete.
- The state auditors are on campus to audit the FY17 Financial Statements.

INSTRUCTION

January 2018

Brendan Glaser, Vice President of Instruction
Karen Joiner, Executive Dean & Director of Nursing
Tamra Bell, Dean of Instructional Programs
Kyle Hammon, Dean of Instructional Programs
Melinda Harbaugh, Dean of Instruction and Learning Resources
Sarah Griffith, Director of eLearning
Suzanne Boursaw, Director of Head Start
Theresa Stalick, Associate Dean of Transitional Studies
Natalie Richie, Director of Instruction Division Operations

Core Theme I: Workforce & Economic Development

- LCC Corporate & Continuing Education hosted “Protect Your Business: Cybersecurity Awareness” Dec. 5th in partnership with Cowlitz Economic Development Council and Impact Washington. Twenty-five individuals from across industry sectors attended. Guests from the Center of Excellence for Homeland Security, represented by board members Lorraine Churchill and Edward Colson, shared information with the audience about the work of the COE. Representatives from Cytellix, one of the leading Cybersecurity companies nationwide, and Edge Networks, a Southwest Washington provider of IT and Cybersecurity services, presented information about the threats cyber attackers pose to companies and best practices to protect companies from drastic and expensive attacks. - - *The average financial impact of a data breach for small and medium sized businesses in North America is \$117,000. The average financial impact of a data breach for large enterprises in North America is \$1.3 million. With the costs of just one data breach running in the tens of thousands or even hundreds of thousands of dollars the stakes are high. And as more and more data moves outside of an organization through mobile working and the sharing of information, helping employees understand the risks involved is imperative.* Audience participants represented Nippon Dynawave (formerly Weyerhaeuser Liquid Packaging), Millennium Bulk Terminals, Pacific Fibre LLC, Columbia River Carbonates, Randco Tanks, NORPAC, Fibre Federal Credit Union and Cowlitz County.
- LCC’s coordinator for the Diesel Technology Commercial Driver’s License (CDL) program and Worker Retraining have partnered with WorkSource to deliver regular information sessions about the CDL training program at LCC. The Transportation industry continues to be one of the top 10 sectors experiencing a shortage of qualified employees; specifically, drivers with a CDL. LCC staff provide information at WorkSource the 2nd and 4th Wednesday of each month in an effort to recruit qualified CDL program applicants.
- Corporate & Continuing Education continues to deliver industry recognized certifications. Twenty-one individuals completed the Department of Transportation Traffic Flagger certification in December and three individuals completed the Professional Vocation Relationship course Fall Quarter in order to be eligible to sit for their Practical Nursing Exams with the Washington Nursing Commission.

Core Theme II: Transfer & Academic Preparation

- Lang/Lit and Business Departments partnered to help establish the Xochipilli Club. The Xochipilli Club encourages the Spanish- and English-speaking members of the LCC community to get together for a new learning experience. The idea of the club is to encourage students and staff

alike to overcome any language barriers as a way to improve communication. The club wants to facilitate an understanding of various practices from culture to culture, thereby promoting student success in a bilingual community.

- The BAS development team consisting of Tamra Bell, Michaela Jackson, Vanessa Johnson, Karen Joiner, Ann Williamson, and Josie Zbaeren submitted a statement of intent to offer a Bachelor of Applied Science degree in Education. This is the first step in the establishment of an applied baccalaureate degree at LCC.

Core Theme III: Student Access, Support & Completion

- The end of one era and the beginning of another were celebrated at two nurse pinning ceremonies in December. The last cohort of the AAS-T nursing degree and the first cohort of the new Associate in Nursing DTA/MRP degree both graduated.
- In December, Melinda Harbaugh, Lindsay Keevy and Andrea Gillaspay-Steinhilper participated in an Assessment in Action grant-funded retreat organized by the SBCTC's Library Leadership Council. They learned how to research and assess the impact of libraries and library instruction on student persistence and completion, and they learned how to apply for mini-grants to fund a collaborative assessment project.
- The Test Proctoring Center continued to play a key role in supporting instruction by administering 5,035 individual tests in 25 disciplines to 1571 students in fall quarter. The TPC provides both paper and pencil and computerized secured testing. The primary users were students in math, science, nursing, and Spanish.

Core Theme IV: Institutional Excellence

- Lower Columbia College was one of nine schools that participated in a round of video-conference interviews for the College Spark Grant. Other schools included: Bellingham Technical College, Tacoma Community College, Clark College, Renton Technical College, Spokane Falls Community College, Skagit Valley College, Columbia Basin College, Clover park Technical College. This grant will provide \$100,000/year for 5-years to five of the nine colleges as selected by the College Spark board. Final notification of the grant awards will be received after the board votes on the grant review team's recommendation on January 13th, 2018.
- Four full-time temporary faculty members have been forwarded to fill tenure track positions using the Alternative Assessment Process. This process uses committees to review a portfolio of information on each faculty member and make a recommendation to the college president on whether to appoint the faculty candidate to the tenure-track position or open the position for a national search. Dana Cummings (Accounting and Business), Michal Ann Watts (Basic Ed for Adults), Anita Quirk (Business Law and Criminal Justice), and Mary Hebert (Mathematics) are the instructors to be assessed. Committee reviews and recommendations are expected to be complete by the end of January, 2018.
- **Art Gallery / Rose Center for the Arts** - Preparations are under way for the January 2018 exhibit of sculptures by Seattle-based artist Michael Johnson. He is currently teaching sculpture at the University of Puget Sound. He earned a B.F.A. from the University of Massachusetts-Dartmouth and a M.F.A. from the University of Cincinnati. Michael's sculptures is primarily made from plywood. The exhibit will run from January 3-25, 2018 with the artist reception on Tuesday, February 9 from 4-6pm.

Topics of Interest

Upcoming Events

- **Jan 1-29**, 12pm, Veterans Alliance Weekly Meeting, Student Center 201 - Diversity & Equity Room
- **Jan 3-25**, 10am, Art Exhibit: Michael Johnson / Sculpture, Rose Center for the Arts 110 - Gallery
- **Jan 3,4,10**, 4pm, Auditions for Winter Play Production, Rose Center for the Arts 131 - Theatre
- **Jan 3-31**, 4pm, Spin/Indoor Cycling with Jodi, Gymnasium Building 210 - Dance Studio
- **Jan 4,8**, 12:30am, Open Auditions for the Vagina Monologues, Rose Center for the Arts 139
- **Jan 5-26**, 12pm, Battle Buddies to Study Buddies, Student Center 201 - Diversity & Equity Room
- **Jan 8**, 1pm, 30 Seconds of YOU! Admissions Building 120 - Career Center Lab
- **Jan 9-31**, 12pm, Introduction to Meditation, Rose Center for the Arts 139
- **Jan 9**, 1pm, Communications at Work, Admissions Building 120 - Career Center Lab
- **Jan 9**, 4pm, Artist reception: Michael Johnson, RCA 0110 - Art Gallery
- **Jan 10**, 7:30am, Business Education Roundtable, Student Center 120 - STC Conference Room (A,B,C Combined)
- **Jan 10**, 3pm, Which Degree is Right for Me? Admissions Building 120 - Career Center Lab
- **Jan 11**, 11am, United State Marine Core Info Table, Student Center 113, Student Center Lobby
- **Jan 11**, 1pm, Applications - Paper and Online, Admissions Building 120 - Career Center Lab
- **Jan 12**, 1pm, New! Time Management, Admissions Building 120 - Career Center Lab
- **Jan 16**, 12pm, Online Hiring Workshop, Applied Arts Building 108 - Lab 1, Applied Arts Building 110C - Lab 3
- **Jan 16**, 1pm, Customer Service, Admissions Building 120 - Career Center Lab
- **Jan 17**, 10am, Career and Transfer Exploration, Student Center 120 A,B,C + 122 - Cafeteria & Conference Rooms, Student Center 122 - Cafeteria
- **Jan 17**, 3pm, Ready, Set, Graduate! Admissions Building 120 - Career Center Lab
- **Jan 18**, 1pm, Resume Strategies that Work! Admissions Building 120 - Career Center Lab
- **Jan 19**, 1pm, Listening Skills, Admissions Building 120 - Career Center Lab
- **Jan 19**, 4:30pm, Mariners Caravan, Gymnasium Building 116 - Gymnasium
- **Jan 22**, 1pm, LinkedIn, Admissions Building 120 - Career Center Lab
- **Jan 23**, 1pm, Working with Difficult People, Admissions Building 120 - Career Center Lab
- **Jan 25**, 1pm, Portfolio Power, Admissions Building 120 - Career Center Lab
- **Jan 25**, 5pm, Regional K12 General Advisory, Health & Science Building 101 - Laufman Lecture Hall
- **Jan 26**, 1pm, Emotional Intelligence, Admissions Building 120 - Career Center Lab
- **Jan 29**, 1pm, Be Your Own Best Advocate, Admissions Building 120 - Career Center Lab
- **Jan 30**, 1pm, Diversity in the Workplace, Admissions Center 201 - Diversity & Equity Room
- **Jan 31**, 3pm, Work Study & Career Connections, Admissions Building 120 - Career Center Lab

Auxiliary Program

Head Start

Operation Council Report

Head Start

January 2018

Community Assessment: The community assessment is currently under development and will be ready to share in the beginning of February.

United Way Grant: The United Way Grant was submitted on January 17th to assist with the Positive Behavior Support Program. A presentation will be given in February, and funding will be requested for the behavior support program.

Head Start/ECEAP Self-Assessment: The annual Head Start/ECEAP Self-Assessment is currently being conducted. Head start will be evaluating their current effectiveness and progress in meeting program goals and objectives focused on implementing state and federal standards. The assessment is scheduled for completion on February 26th with Policy Council approval on our action plan.

Operations Council Report

STUDENT SERVICES – DECEMBER 2017

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

International programs met with graduating international students to complete their transfer plans to university, and to begin work on application essays and needed application elements, including a trip to Portland on Jan 6th to take the TOEFL exam for UW.

TRiO has assisted 22 students with their transfer institution applications, personal statements, and supporting documents for acceptance into the 2018-2019 academic year.

TRiO took a group of 9 students to visit WSU Vancouver for Preview Day to learn about admission, academic programs, financial aid, and scholarship assistance.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

Outreach and Enrollment collaborated with Career Services, Advising and Testing, Corporate and Continuing Ed, Student Activities, the University Center, TRiO, Running Start and Adult Basic Ed on the Fall Retention Campaign. Students were called, emailed and in a few cases texted with reminders about Winter registration and offers to assist with any barriers. Over 1,100 students were contacted in the final two weeks of the quarter.

On December 1, 130+ juniors and seniors from Rainier High School visited campus with their counselors and teachers. Betsy Richard from the Drama program welcomed the group with an overview of the Rose Center and Performing Arts Programs. Students also had the chance to learn more about LCC from tutors in the Learning Commons, Fitness and University Center staff, Career Specialists, and ASLCC representatives.

Select Registration office staff will be participating in the ctLink common business process workshop on “Managing Beginning of Term” processes, including Managing the Term/Session Table, Early Alert Dates Configuration, Managing Academic Calendar, Dynamic Date Rules, Term Activation, Enrollment Appointments and Waitlist Processing. Current business processes have been mapped in Lucid Charts to prepare for the meeting, which will be held at SBCTC in Olympia January 17-19.

A total of 7 BFET and WorkFirst students participated in the Investigations into Economic Class in America group this quarter. The focus of this group is to provide students with a framework to understand economic class as well as strategies to help empower them to achieve success in all areas of their educational, financial, and personal life. Overall all students who participated in the program achieved at least a 2.0 quarterly GPA, and the average GPA was 3.25.

ASLCC provided over 25 students with decorated holiday wreaths, gift cards, and wreaths during Finals Week. Student who receive the wreaths were nominated by themselves, other students, or faculty and staff based on need around the holiday season.

Disability Support Services observed a large increase in test proctoring Fall 2017. In Fall 2016 DSS proctored 176 exams and in Fall 2017 DSS proctored 212 exams which is a 20% increase in one year. This is a positive sign more students are self-advocating and increasing their chances of success.

International programs welcomed 4 new international students from Kenya for Winter quarter, increasing overall international student enrollment from 17 to 20. International programs continued work on a CANVAS course to extend orientation throughout the quarter.

TRiO took a group of 4 students to the NASA Johnson Space Center in Houston to explore possible careers in STEM. Students learned about pathways for Science, Computer Programming, and Engineering.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

TRiO took a group of 4 students and 3 staff to Houston, Texas to participate in a service learning project of rebuilding houses damaged by Hurricane Harvey. It was estimated that the group would only complete ½ of the insulation and sheetrock in the house they worked in. The group completed all insulation, sheetrock, taping, and mudding of the house, prepping it for the next phase of rebuilding. The group put in 9 hours of work the first day, and 13 hours of work the second day for a collective **154 hours** of service.

TOPICS OF INTEREST

Enrollment as of close of business 12-18-2017:

State FTE for fall quarter is 2320, compared to 2257 on the same date last year (+2.8%).

State FTE for winter quarter is 1740, compared to 1733 on the same date last year (+0.4%).

2017-18 Annual State FTE is at 1661, compared to 1637 on the same date last year (+1.5%).

RECOGNITION/PERSONNEL

STUDENT ACTIVITIES/ATHLETICS

UPCOMING EVENTS AND IMPORTANT DATES

December 29-Winter quarter tuition due

January 2-Winter classes begin

January 4-Online registration (add/drops) for winter quarter ends

January 5-Instructor permission required to enroll in a class

January 8-100% refund cutoff

January 16-Last day to withdraw and avoid a "W" on the transcript

January 19-50% refund cutoff

January 23-Graduation application deadline for winter quarter graduates