

## MINUTES

### OPERATIONS COUNCIL – FEBRUARY 12, 2018

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Attending: Jason Arrowsmith, Tamra Bell, Sue Boursaw, Paz Clearwater, Brendan Glaser, Wendy Hall, Kyle Hammon, Melinda Harbaugh, Eli Hayes, Cliff Hicks, Chad Meadors, Sue Orchard, Sam Orth, Brandon Ray, Natalie Richie, Lupe Rodriguez, Hahli Rogers, Kirc Roland, Nichole Seroshek, Janel Skreen, Stacey Sowders, Kendra Sprague, Nolan Wheeler, and recorder Linda Clark.

President Chris Bailey called the meeting to order.

#### 1. MEETING TOPICS

##### Emergency Preparedness Drill:

Janel Skreen reported that a lockdown drill will take place spring quarter—date TBD. Also, there will be a training with the Emergency Building Coordinators (EBCs) to identify their duties in the event of different types of emergencies.

Hahli Rogers asked if the goal is to get students out of buildings and off campus or to hide. Janel explained that there are several different messages which will help identify what action is to be taken, and live messages will continue as needed; however, in the event that the message is “Run, Hide, Fight” then action is not pre-determined—everyone will have to use their own discretion. She and Jason Arrowsmith are currently working with individual departments to determine actions based on the particular type of emergency.

##### Policy 245 – Workplace Safety:

Nolan Wheeler explained that the Safety Committee made a recommendation to strike five letters in the existing policy language to make it more inclusive of everyone on campus—the intent does not change. The recommendation will be brought to Governance Council, UMCC, and Operations Council for review and feedback. If none is received, we are hoping to expedite the update process.

##### Procedure 700.1A - Employee Acceptable Use:

In November, Kendra Sprague received an email from the State Ethics Board asking if specific policies that they had on file for LCC were up to date. Upon review, she found that our current Employee Acceptable Use policy and procedure was originally developed in 2008 and had not be updated; therefore, she asked Brandon Ray to update to reflect our current processes in regards to how we currently operate within our email system. The procedure, 700.1A, is going out to Governance Council, Operations Council, and UMCC for review. Please look at the procedure and send proposed edits to either Kendra or Brandon Ray.

As a component of the proposed changes, the paper acceptable use form will be deleted and a Canvas training course will be offered instead.

##### Employee Break Room

Sue Orchard explained that she is bringing this proposal to different groups for feedback. The ASLCC has voted to use some of their reserve funds to help update the overall look and feel of the Student Center in an effort to make it more vibrant and welcoming. Their recommendation is to

move the current employee break room to an upstairs location in the STC where there is a kitchen area, and turn the existing break room into a dedicated space for the Veteran's Center. Please forward any feedback to Sue Orchard.

This topic has already been discussed with Governance Council and will be taken to UMCC next week for their feedback.

## **2. UPCOMING and/or RECURRING TOPICS**

- March 12:
  - Review Budget Projection
  - Review 2018-19 Draft Annual Priorities

## **3. ROUND TABLE DISCUSSION**

Sam Orth

- Title IX training should be attended by anyone who hasn't yet attended one
- There will be two trainings on Thursday from EAP: Substance use awareness for employees and substance use awareness for supervisors.
- March 8 - Winter quarter fun walk/run

Kirc Roland

- Hall of Fame event was very successful. He thanked the Foundation and Food Services staff.

Wendy Hall

- Distributed the current LCC Fact Book
- Accreditation update - Year 7 visit this fall, Oct. 17-19. Draft report due by the end of this month, then will go out for broader review after cabinet has had an opportunity for review.

Kendra Sprague

- Foundation - TDN is going to assist again with the Student Success Fund (will start advertising toward the end of March).
- Bicoastal Media will be holding a food drive for the LCC Food pantry

Nichole Seroshek

- She will be going on leave in a week or so. While she is gone, Karla Rivers will be acting Registrar

Hahli Rogers

- LCC is hosting High Tech U at the end of this month. Please guide interested high school students to the website.

Melinda Harbaugh

- We will be opening the tutoring coordinator position soon, along with a couple of other part-time positions.
- The debate team finished up their community college division with several awards.

Brandon Ray

- IT rolled out the LCC tool book application and has received a lot of positive feedback, so they have created a student version of the tool book.
- Microsoft Office products are available at low cost to employees.

Brendan Glaser

- Update on guided pathways: The Scale of Adoption Assessment assignment is due on Feb. 28<sup>th</sup>, which is a series of essential practices to evaluated financial aid and student services efforts. It is available in a Google document. A team will be assembled on February 21st to review the assessment.

Natalie Richie

- Science Olympiad will be held on March 3

Lupe Rodriquez

- Running Start information will be mailed out soon for the upcoming information sessions

Nolan Wheeler

- Main Bldg: We are moving ahead with Phase 2 and should have updated drawings ready to go to City for plan review and subsequent bid. He will be meeting with the users group before the bid documents are released. Phase 1 is not complete, so we are working with the contractor's attorney and the State Board. Hoping to finish Phase 1 within the year.

**DEPARTMENTAL REPORTS START ON THE NEXT PAGE...**

# OPERATIONS COUNCIL REPORT – President’s Office

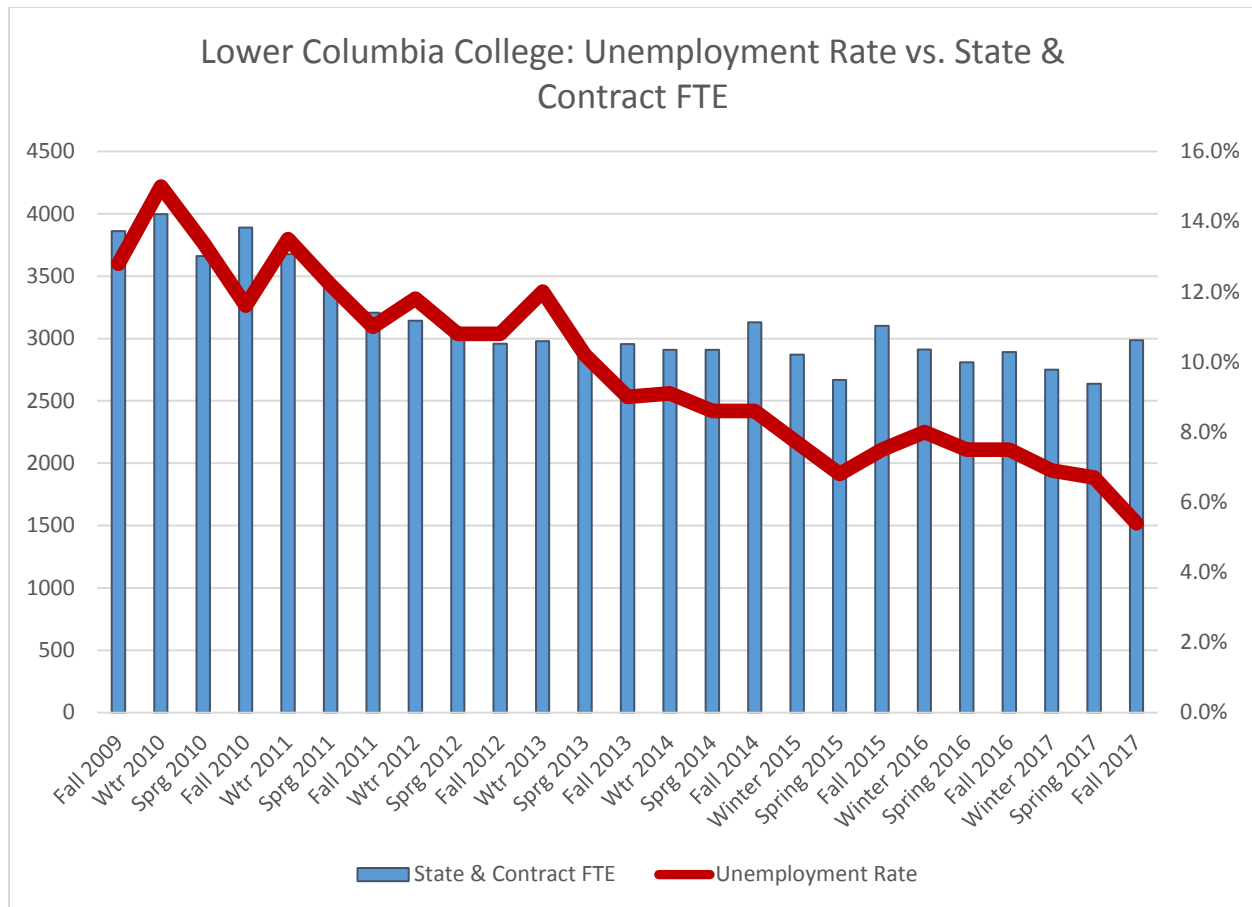
FEBRUARY 2017

- 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

- Corporate Partnerships & Training:
  - Continues to work with NWIW to develop a manufacturing academy to be delivered late 2018/early 2019 to candidates applying for manufacturing positions at the plant.
  - Delivered a 2 hour Myers-Briggs for Work Teams to Head Start Leadership. 20 participants received training on leadership, personality preferences, and communication.
  - Hosted Career Success Program orientations to 30 LCC students. This program, funded through a grant from Workforce Southwest provides opportunity to CSP students to meet with local employers to inquire about local jobs, learn about the application process, and building a professional network.
  - Received a Perkins Leadership Grant to host two events: Try-a-Trade happening on May 18 to host high school students in exploring careers in the trades including a strong emphasis on Machine Technology, Manufacturing, Automotive Technology, Diesel Technology, and Welding Technology. The second event will be held in June to provide CEU’s for CTE instructors as they build Program of Study documents in partnership with LCC faculty to meet the requirements of CTE programs and Perkins funding.
  - Hahli Rogers participated in the second of three K14 alignment meetings with more than 40 CTE teachers/administrators and business members to lay the foundation for building clear pathways from k12 into LCC Professional programs. This process is funded by a Perkins Innovation grant awarded to LCC Corporate & Continuing Education to build Career Pathways within the K12 and CTC system.
  - Brian DelMar attended the Longview Public Schools Pre-Apprenticeship Program announcement. LCC will be working with LPS to build articulations that allow students participating in that program to feed into various programs on campus.
  - Corporate & Continuing Education staff attended the 2018 Governor’s Youth Apprenticeship Summit as part of an ongoing effort to build a pre-apprenticeship program and other apprenticeship programs in partnership with regional employers.

- LCC's enrollment continues to hold steady in spite of declining unemployment rates.



### Core Theme II: Transfer and Academic Preparation

- As reported in the 2018 Transfer Monitoring Report, the proportion of LCC's transfer student population that completed, transferred or were still enrolled four years after start increased to 55% in 2016-17, up from 41% the year before. The new rate is three percent above the state average, compared to 10% below the previous year.
- A targeted marketing campaign for ABE, ESL and the HS21+ program was launched in the third week of January and will run through mid-February. The purpose of the campaign is to spread the word in the community that Transitional Studies courses/programs are open enrollment and students can start anytime.

### CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- The Daily News recently published a [news article about LCC's million dollars in grant support to adopt Guided Pathways](#). The article emphasizes that the Guided Pathways initiative is about reducing barriers and complexity that can prevent students from completing.
- LCC students **Marinda Strine** and **Clinton Howard** will represent the college at the 2018 All Washington Academic Team ceremony, held in March every year in Olympia. The All-Washington Academic Team program recognizes and honors outstanding students from around the state. The program is a showcase for Washington's community and technical colleges because it honors the high academic achievers, students who have demonstrated a commitment to success in the classroom and in the communities in which they live.

- ASLCC President **Clinton Howard** was honored at the 2018 Transforming Lives Award dinner in Olympia in January. The Washington State Association of College Trustees (ACT) created the Transforming Lives Awards program in 2012 to recognize current or former students whose lives improved by pursuing higher education at a community or technical college.

#### **CORE THEME IV: INSTITUTIONAL EXCELLENCE**

- Human Resources welcomed and oriented all new full and part-time employees. We provided training on the Online Hiring Center in NeoGov. A training geared for faculty specifically was offered as we prepare to enter the faculty recruitment season. Committee members will review applications online within the Online Hiring Center. LCC recently completed its first draft Accessibility Plan. To ensure employees are adequately informed on all LCC policies and procedures, we assigned the new Canvas course - LCC Accessibility - "Soaring into Accessibility."
- Red Devil Wellness offered a Basic Introduction to the Sport of Climbing in the fitness center climbing wall. All fitness levels were welcome. 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:
  - a. Complete basic institutional data sheet.
    1. Finish review of standard 2.B.6.
    2. Gather data and draft standards 4B – 5B.
    3. Gather and organize exhibits.
    4. Make logistical arrangements for the visit.
    5. Review Curriculum & Program Review reports and develop relevant interventions where needed.
    6. Capture March assessment days on video (as much as is feasible).
    7. Draft report conclusion (include areas of focused improvement for LCC).
    8. Post draft report for campus review (early spring quarter 2018).

#### ctcLink news

- ctcLink update: LCC continues to participate in project management and common business process development meetings and discussions. A new investment plan was recently approved at the system level, which will help to ensure successful implementation of the project.

#### Foundation

- 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. We received \$30,760, which almost doubles the amount received last 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 annual scholarship solicitation was mailed to 59 annual scholarship donors on January 12, 2018 in preparation for the 2018-19 scholarship season. LCC students and prospective students fill out one online application that automatically matches them to multiple scholarships. Scholarship workshops are being offered on campus and in local high schools to assist students complete the application process. The scholarship applications period is between February 1st and April 15th 2018. Scholarship awarding will take place in June. Additional scholarship information can be found on the LCC website.
- The Foundation has grown the Alumni Association to 303 members with 15 new members signing up in January. As part of our donor retention strategies, staff made phone calls, as well

as thank you notes, to donors who made gifts in December to thank them for their continued generosity.

- A legendary coach and three outstanding former Lower Columbia College student/athletes will be inducted into the LCC Athletics Hall of Fame during a Celebration of Athletics Excellence Saturday February 3<sup>rd</sup> at Myklebust Gymnasium.
  - **Kelly Smith** coached the Red Devil baseball team for 18 seasons leading the team to five NWAC Championships and seven runner-up finishes. He etched himself on the short list of the most successful coaches in the history of the NWAC conference.
  - **Robert Key** was a dynamic two-sport athlete at Lower Columbia. He came from Marshall High School in Portland and quickly showed that he was a star in both basketball and baseball. Key went on to stardom in basketball and baseball at Western Oregon University and then became a successful high school basketball coach in the Portland area. He is a two-time winner of the PIL Coach of the Year and is currently the head coach at Grant High School.
  - **Bill Waag** is one of the great shortstops in the illustrious history of Lower Columbia College baseball. Waag came to LCC after receiving All-State honors at North Kitsap High School in Poulsbo. At Lower Columbia, Waag was a member of the 1977 Red Devil team that featured current LCC Hall of Famer Buddy Black. Waag helped the Devils to the NWAC tournament that season. Waag was drafted in the 4<sup>th</sup> round of the MLB Draft but delayed his pro career to come back to LCC. He then spurned major college offers to sign with the Pirates following his sophomore year and spent four seasons in the Pittsburgh minor league system.
  - **Michelle (Wiitala) Roy** came to LCC in 1980 after a stellar playing career at Naselle High School where she is the second leading scorer in school history. Wiitala helped the Devils to a 25-5 record in her freshman season. She had one of the most famous shots in school history when she hit a running hook shot with no time left to give the Devils third place in the NWAC tournament. After another great sophomore year at LCC, Wiitala earned a scholarship at Gonzaga University where she played two seasons for the Bulldogs.
- Prior to the event, the LCC Foundation will celebrate the official dedication of the **Jeane Wirkkala Moksness Lobby**, located in the LCC Fitness Center. A toast will be made in honor of Jeane's recent gift of \$80,000 in support of the Student Success Fund and Early Learning Center.
- In January, the Foundation received almost \$37,000 in gifts including a \$4,500 pledge from Weatherguard Inc. for athletic sponsorships, a \$3,500 pledge from David & Nadine Coburn for annual scholarships, a \$4,000 pledge from the Longview Pioneer Lions Club for annual scholarships, and almost \$2,300 from Solvay for an annual scholarship.

#### New Hires

1/1/2018	Katie Lane	Early Childhood Coach (Head Start)
1/1/2018	Halli White	Lead Teacher (Head Start)
1/1/2018	Madison Knox	Lead Teacher (Head Start)
1/2/2018	Patricia Everdell	ECPS 3/Lead Teacher (Head Start)
1/2/2018	Shain Wright	Student Retention Specialist
1/2/2018	Shawnee Randolph	Education Planner (Running Start)
1/2/2018	Barry Walther	Basic Education for Adults Instructor - Faculty
1/2/2018	Derek Huhta	Accounting Manager (Business Office)

# LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

FEBRUARY 2018

## Administration

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 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 25<sup>th</sup>, we are working with the general contractor to address their delay in completing this phase of the project. With the recent passage of the State Capital Budget, the design for Phase 2 is being updated and will be sent to the City of Longview for review in the next few weeks.

#### **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 Head Start/ECEAP Program.

### Information Technology Services

- IT Services configured the emergency notification system for the Early Learning Center and Head Start staff to send "lockdown" and "all clear" messages to those buildings.
- IT Services wrote knowledgebase articles to inform college employees about opportunities for people employed in higher education to use Microsoft applications without paying for a full user license.
- IT Services wrote a knowledgebase article to encourage people to use the lccToolBook application to send and receive private information instead of sending Personally Identifiable Information (PII) through email.

### Safety & Security

- Security hired 1 new PTH. Dustin Nunes is a full-time fire fighter with Cowlitz 2. His training and experience are a welcome addition to our team and for only the second time in the past two years we are officially fully staffed!
- Mental health first aid training for the security team occurred Jan 29. Thanks to Hahli Rogers for putting this on for us.
- LCC's new Accident Investigation Team began investigating all reported accidents as required by



state law. So far so good.

- A false alarm went out of our mass notification system on 01.19.18. Janel Skreen and Jason Arrowsmith have begun a department by department training program to mitigate some training issues related to our Run-Hide-Fight protocol and how this differs from a “Lockdown” procedure.
- January was a busy month for student conduct and Title IX investigations with some carryover from December 2017. All investigations complete at this point with a couple still pending the appeal process on the part of the student.
- Water quality results came back for our Olympic Court Apartment building. All contaminants measure within acceptable ranges.
- We have begun the annual dangerous waste report for campus. This report will be completed by 03.01.18.
- Janel Skreen and Richie Barker renewed their dangerous waste (RCRA) training 01.31.18.
- The Canvas “Active threat” training has been revamped for campus to review as assigned.

## **Campus Services**

### **Maintenance**

Maintenance staff spent over 57 hours on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.

### **Key Shop**

Jeff Moenck and Minel Slabu continue to progress with their new duties in the Key Shop, i.e. cutting keys, changing locks/cores, installing door hardware, coding keypads, and maintaining Key Shop records. This began during Jim’s leave of absence to keep up with ongoing requests from the campus and will continue for the foreseeable future.

### **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**

- Athletics Excellence at LCC was honored on Saturday February 3<sup>rd</sup> at Myklebust Gym. 250 people were on hand to help induct four new members into the LCC Athletics Hall of Fame: former baseball coach Kelly Smith, basketball player Michelle (Wiitala) Roy, baseball player Bill Waag and basketball and baseball player Robert Key. The event was organized by Tiffany Stewart and underwritten by the LCC Foundation. A good time was had by all and totals for the fund raising are upcoming.
- Harlan Crusier was honored at a recent LCC basketball game for his service as head soccer coach. There was a reception for coach and he was introduced at halftime of the men’s game.
- Athletic Director Kirc Roland made a report to the LCC Foundation Board to update them on athletics and the successful partnership between the two.

## **Finance Office**

- Calendar year-end processes went smooth—W-2s, 1098-Ts, & 1099s. Employees should receive

W-2s at home this week.

- Desiree & Derek attended the winter BAR meeting—agenda topics included updates on UBIT, state allocation model, and capital allocations.
- Paid sick leave is set up in Payroll and will start accruing for January. Hourly and students will be able to start using sick leave February 1st.
- Auditors are finishing up with our Financial Statement Audit and should be done by 1/31-2/2.

# Operations Council Report

## Instruction Division – February 2018

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**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  
**Theresa Stalick**, Associate Dean of Basic Education for Adults  
**Suzanne Boursaw**, Director of Head Start  
**Sarah Griffith**, Director of eLearning  
**Natalie Richie**, Director of Instruction Division Operations  
**Dani Trimble**, Director of Workforce Programs and Career Services  
**Lynell Amundson**, Manager of Continuing Education

### **Core Theme I: Workforce & Economic Development**

- A new natural science option for Professional-Technical Industrial Trades students was developed last year and will be available for the first time in the 2018 spring schedule. DHET 240 Fluid Power/Electrical Theory and Design explores the theory and design principles of fluid power and electrical systems. Various mathematical formulas will be used to help students understand the how and why systems perform as they do. Students will be taken through the design process for a task of their choosing. This process will include force estimation and measurement, calculating component specifications and schematic drawing.
- The Instructional team leading the process for the BAS in Teaching submitted the first documentation required in the approval process. A Statement of Intent was submitted to the State Board for consideration. The team includes Early Childhood faculty, Deans, and the University Center Manager. The group is currently working on the Statement of Need which further describes the program and local need based on labor market demand.

### **Core Theme II: Transfer & Academic Preparation**

- The Language and Literature department, as part of its quarterly retreat, focused on developing visuals that frame the issue of documentation for students (what it is, why it matters) and that are designed to be shared across departments.
- In an effort to ensure that learners who are underprepared for college level studies have access to developmental coursework and bridge opportunities, Transitional Studies started a new non-contextualized English course during winter quarter. This Basic Skills, Pre-college English course meets M/W/F from 11 a.m. to 12:25pm and uses the College and Career Readiness Standards (CCRS), as well as English 98 outcomes to get students English 101 ready in one quarter.

### **Core Theme III: Student Access, Support & Completion**

- Instruction and Student Services held joint meetings to collaborate on establishing more options for late-start courses and improving advising in relationship to course scheduling. Late start courses help support students that are struggling and need additional academic credit in order to maintain financial aid. As a result of the meeting, several options are being explored including examining math, business technology, human development and college success courses. Opportunities for improving advising and course scheduling were explored for summer and fall course schedules to meet student needs based on current enrollment trends.
- On January 11, Becky Connolly hosted 11 regional high school teachers as part of the Bridge to College English program.

- As a follow up on the SCALE training, Nicole DiGerlando, Heidi Bauer, Amber Lemiere, and Klint Hull participated in small group interviews with a team from College Spark.
- J Haynes-Hughes worked with Angie Rogers to create the first Tableau dashboard, a living data tool that can chart and sort student success across various outcomes.
- Transitional Studies and Language and Literature met at the end of fall quarter for a networking opportunity that will build bridges and hopefully strengthen student success for those entering college level from multiple pathways. As part of the interpersonal connection piece of this, department directories are being created (spearheaded by Amber Lemiere) to put faces to names. Eventually these directories might be used for other projects that might help create a friendlier and more connected atmosphere for students.
- The [spring 2018 schedule](#) is now available and includes 93 sections of courses that use Alternative Educational Resources.
- The Information Technology program and the Learning commons are collaborating to offer “Tech Check” days, where IT students can get hands-on experience running diagnostics and repairs on students’ personal computers. Two Tech Check day were held on January 9<sup>th</sup> and 24<sup>th</sup>. The Tech Check volunteers spent the day with six students, who received help with antivirus software, driver updates, malware scans, Microsoft Office installations, operating system updates, and privacy concerns.
- The Information Technology program and the Learning Commons collaborated with Paz Clearwater to secure a student discount at a local computer repair shop. Lookout Computers will now be offering up to a 20% discount to current students who show their LCC ID card. They will offer discounts for repair and replacement services, and possibly larger discounts for services like diagnostics and virus removal.

#### **Core Theme IV: Institutional Excellence**

- In fall quarter, 423 full-time students attained the Dean’s List honor, achieving a 3.25-3.79 grade point average.
- The Language and Literature department have begun incorporating the reading and discussion of peer-reviewed, academic articles as part of their retreat. The most recent article was “Beyond a Test Score: Explaining Opportunity Gaps in Educational Practice” from *The Journal of Black Studies*. The follow up conversation involved ways to address the achievement gap.
- The Winter 2018 [Community Conversations](#) topic is Making the World a Better Place. With presentations by LCC faculty: Hiedi Bauer, Becky Connolly, Michael Strayer, Amber Lemiere, Amber DiGerlando, Allison McCrady, Tamara Norton, and Annette Ward.
- The Diverse Sexualities and Genders club organized the well-attended #metoo event.
- J Haynes-Hughes has finished casting for the upcoming Vagina Monologues.
- Amber Lemiere presented Collabo-writing at the NW ELearning Conference.
- Hiedi Bauer presented on the use of black out poetry at the Community College Humanities Association national conference in Baltimore.
- Hiedi Bauer’s poetry was recently published in Crosscurrents.
- Annette Ward gave a community lecture on preventing and reversing diabetes.
- The current exhibit of sculptures in the Art Gallery are by Michael Johnson. His pieces are designed in a CAD type program and then executed in plywood. Some surfaces are left natural. Others are painted and/or covered with laminated composite material to provide contrasting surface qualities. The exhibit runs through January 25<sup>th</sup>.  
Information and images on this exhibit are on the Rose Center’s Facebook page and showing on the electronic flat screen in the Rose Center for the Arts’ lobby (outside of the gallery). Included on the lobby’s display is information and photos of regarding the Minthorn International Art Gallery located on the upper level of the gallery.  
Current gallery information is listed with local area print publications.
- The Art Gallery is preparing work for the next two upcoming exhibits: Brian Sostrom (painter) is scheduled for February/March 2018 and Peipei Wallace (ceramics and mixed media prints) for the April 2018 exhibit.

- The Art Department is collaborating with the new art gallery director at Longview Public Library to host a student art exhibit. Longview Public Library will be showcasing LCC student artwork from January 4th to January 31st, and a reception was held from 3-5 pm on Thursday, January 25th.
- A grant opportunity was presented by the SBCTC's Library Leadership Council at an "Assessment in Action" conference in December. After attending the conference, Lindsay Keevy and Andrea Gillaspay-Steinhilper applied for a mini-grant to support a research project designed to assess the impact of library/information literacy instruction on student success at LCC.

## Topics of Interest

### Upcoming Events

- **Feb 1**, 1pm, Future Career Trends, Admissions Building 120 - Career Center Lab
- **Feb 2-28**, 12pm, Battle Buddies to Study Buddies, Student Center 201 - Diversity & Equity Room
- **Feb 2**, 1pm, Volunteer, Admissions Building 120 - Career Center Lab
- **Feb 3-28**, 6pm, EMT Training, Don Talley Vocational Building 202
- **Feb 5,12**, 12pm Veterans Alliance Weekly Meeting, Student Center 201 - Diversity & Equity Room
- **Feb 5**, 1pm, Transferable Skills, Admissions Building 120 - Career Center Lab
- **Feb 5-28**, 4pm, Spin/Indoor Cycling with Jodi, Gymnasium Building 210 - Dance Studio
- **Feb 6-27**, 12pm, Introduction to Meditation, Student Center 201 - Diversity & Equity Room
- **Feb 6**, 1pm, Ethics in the Workplace, Admissions Building 120 - Career Center Lab
- **Feb 6**, 4pm, Winter CCOC Social, Student Center 120 - STC Conference Room (A,B,C Combined)
- **Feb 7**, 10am, Scholarships, Admissions Building 120 - Career Center Lab
- **Feb 7, 20**, 10am, WSUV Winter Cougar Connections, Student Center 101 - Student Center Lobby
- **Feb 8**, 1pm, Give Credit to your Credit Score, Admissions Building 120 - Career Center Lab
- **Feb 9**, 1pm, Safe Zone Training, Health & Science Building 235 - Conference Room
- **Feb 10**, 7pm, Southwest Washington Symphony Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Feb 11**, 3pm, Southwest Washington Symphony Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Feb 12-16**, 9am, Blood Pressure Clinic, Student Center 101 - Student Center Lobby
- **Feb 12**, 1pm, Interview Intelligence, Admissions Building 120 - Career Center Lab
- **Feb 13**, 1pm, Communications at Work, Admissions Building 120 - Career Center Lab
- **Feb 14**, 3pm, Free Application for Federal Student Aid, Admissions Building 120 - Career Center Lab
- **Feb 14**, 3pm, Scholarship Workshop, Applied Arts Building
- **Feb 15**, 12pm, Community Conversations: Making the World a Better Place
- **Feb 15**, 1pm, Applications - Paper and Online, Admissions Building 120 - Career Center Lab
- **Feb 16**, 1pm, Positive Self-Talk, Admissions Building 120 - Career Center Lab
- **Feb 20**, 1pm, Customer Service, Admissions Building 120 - Career Center Lab
- **Feb 21**, 4pm, Which Degree is Right for Me? Admissions Building 120 - Career Center Lab
- **Feb 22**, 1pm, Scholarship Workshop, Applied Arts Building 108 - Lab 1
- **Feb 22**, 1pm, Resume Strategies that Work! Admissions Building 120 - Career Center Lab
- **Feb 23**, 1pm, Listening Skills, Admissions Building 120 - Career Center Lab
- **Feb 24, 25**, 7:30pm, Center Stage Presents: The Wrestling Season, Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, RCA0117
- **Feb 26**, 1pm, 30 Seconds of YOU! Admissions Building 120 - Career Center Lab
- **Feb 27**, 1pm, Working with Difficult People, Admissions Building 120 - Career Center Lab
- **Feb 28**, 3pm, Scholarships, Admissions Building 120 - Career Center Lab

## **Auxiliary Program**

### **Head Start**

- The Head Start annual self-assessment was conducted in January, and action plans for Head Start/EHS & ECEAP Programs will be in development during February.
- A Health Care Institute will be held on February 22<sup>nd</sup> at Broadway for the Head Start/EHS/ECEAP families, with the focus being home safety.
- February 8<sup>th</sup> is Head Start Advocacy day, where parents are able to join staff at the capital to discuss the importance of Early Childhood, Child Care, Head Start, & ECEAP with legislators.

# OPERATIONS COUNCIL REPORT – Student Services

## February 2018

- Dani Trimble, Workforce Education
  - Nichole Seroshek, Registration
  - Stacey Sowders, Outreach and Enrollment
  - Shain Wright, Retention
  - Marisa Geier, Financial Aid
  - Marie Boisvert, International Programs
  - Mary Kate Morgan, Disability Support Services
  - Jodi Reid, TRiO Programs
  - Esther Sexton and Jennifer Houge, Counseling Services
  - Chad Meadors, Advising and Testing
  - Lupe Rodriguez, Running Start
- 

### Core Theme I: Workforce and Economic Development

#### Core Theme II: Transfer and Academic Preparation

- The Advising & Testing and Workforce & Career Services departments collaborated to offer the Career Exploration and Transfer Fair on January 17th. In addition to the transfer universities, LCC offered an opportunity for students to learn more about a career pathway and engage with faculty in their area of study. For students who are undecided on their career path or program of study, Career Specialists provided students with assistance in completing a short career assessment and guided them through the results. Advising staff also helped facilitate student interactions with the visiting universities as they explored their transfer options. Approximately 150 students and 20 university representatives attended the event.
- TRiO took a group of 8 students to the Evergreen State College Preview Day to learn about academic programs, financial aid, and the transfer process.
- International programs provided university application assistance, and a west-coast college visit for graduating students

#### CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- ASLCC showed the documentary *I Am Not Your Negro* and the film *Selma* on January 16th to celebrate the life of Dr. Martin Luther King Jr and hosted a discussion and activities surrounding the films.
- ASLCC hosted a “Winter Warm-Up” Soup & Trivia Event on January 31.
- ASLCC is holding a Basketball Spirit Night on February 7th at 6pm for both the women’s and men’s basketball game.
- ASLCC Blacklight Dodgeball is set for Friday, February 16th at 6pm.
- At the end of January, the LCC Food Pantry, named *Food for Thought*, served a total of 47 individual students and distributed 271 pounds of non-perishable food items. In addition, 64 daily sandwiches and 35 snacks were also distributed. The food pantry has received generous donations from LCC staff, faculty, and students, in both the form of food and monetary contributions. An account with the LCC Foundation has been established and payroll deductions will soon be offered to employees.
- The Registration office collaborated with Information Technology Services and College Relations to implement a preferred name option in the Student Information System. Students may opt to designate a preferred name to be used in place of their legal name, which will appear in classroom rosters accessed through the Instructor Briefcase and in Canvas as the student’s display name. The student’s legal name will be retained in the Student Information System and

will be used for transcripts, diplomas, enrollment and Financial Aid functions and student employment purposes.

- Outreach & Enrollment collaborated with TRiO and Athletics to highlight opportunities at LCC for 20 visiting Tenino High School students.
- Outreach & Enrollment, Running Start, Testing, Transitional Studies, and the CEO program represented LCC at the Hispanic Health & Resource Fair, at the St Rose Parish Center, offering information about all programs in both English and Spanish to attendees.
- Outreach & Enrollment represented LCC at the Worksource Cowlitz Wahkiakum Healthcare Job Fair, providing information about educational opportunities and training programs in health care fields.
- Running Start is trying something new this quarter, as Ed Planners are meeting one-on-one with students who are on RS academic probation once a month throughout the quarter to check in and see if the student has questions or concerns, and to see how classes are going.
- Running Start currently have 467 students enrolled Winter 2018
- Running Start had 25 students unenrolled from the program due to the following:
  - 14 withdrew from program due to grades, or they felt they were missing the high school experience
  - 11 suspended from the RS program due to grades
- Running Start will be holding several information sessions in March and April including two information sessions in Spanish: March 22 and April 9 both from 6-7pm.
- Advising and Instruction collaborated to work on Summer and Fall 2018 Schedule.
- International programs welcomed 4 new international students winter quarter
- International programs conducted orientation, housing check-ins, new student welcome activities, job placement, and advising.

#### **CORE THEME IV: INSTITUTIONAL EXCELLENCE**

- ASLCC President Clinton Howard received the 2018 Transforming Lives Award from LCC and attended a celebratory dinner in Olympia with trustees, college admins, and state legislators.
- Registration office staff attended the ctcLink Common Business Process workshop in Olympia on Managing the beginning of term process January 17-19 at the SBCTC office in Olympia. The next workshop scheduled is Enrollment and Program/Plan Stack February 14-16 at North Seattle College.
- The Advising and Counseling Council (ACC) of the State of Washington took place January 25-26 at Green River College.
- The Women's' Basketball Program presented the Martin Luther King Jr. "Tribute Games" on the LCC Campus with six high school games played on Monday January 15, 2018.
- Leszek Cromwell is a member of a Pre-Nursing Workgroup created by Washington Student Achievement Council (WSAC)
- International programs signed a new agreement with Atomi University which will send students for quarter-long exchanges to study with our iESL program.
- TRiO attended a Lion's Club meeting on January 9th and discussed the TRiO program, as well as their recent Service Learning trip to Houston to rebuild houses damaged in Hurricane Harvey. Several members of the Lion's Club expressed interest in supporting TRiO with future Service Learning projects.



## **Topics of Interest**

- Enrollment as of close of business 1-29-2018:
- State FTE for winter quarter is 2029, compared to 2044 on the same date last year (-0.7%).
- 2017-18 Annual State FTE is at 1757, compared to 1740 on the same date last year (+1.0%).
- Running Start Social Media Update:
  - Facebook: +18 likes since January 8
    - Running Start Info Sessions post reached 1,604 people, had 5 likes and 12 shares.
    - Running Start Info Video post reached 1,637 people, had 613 views, 8 likes and 12 shares. As a direct result of this post a prospective student called and has submitted an application to potentially begin this Spring.
  - Twitter: +22 Followers since January 9
  - Working on setting up Instagram.

## **New Hires**

- Shawnee Randolph, Running Start Ed. Planner, and Shain Wright, Retention Specialist, started January 2, we are excited to have them on our team!

## **Other Staff Updates**

- Nichole Seroshek will be away from campus on family leave beginning February 23rd and will return May 21st. Karla Rivers will be the acting Registrar during her absence.

## **Upcoming Events and Important Dates**

- February 14- 60% point of the quarter
- February 12-23 Running Start Spring Priority Registration
- February 11 - March 3 Atomi University program at LCC
- February 19-Priority Application Deadline for spring quarter Financial Aid and Admission
- February 23-Last day to withdraw from winter quarter classes
- February 23-Veterans and dependents priority registration begins for spring quarter
- February 26-Priority registration begins
- March 5-Open registration begins
- March 15-Running Start Information Session 4-5 p.m.
- March 20-22-TRiO Eastside Campus Tours (CWU, EWU, WSU, Gonzaga)--students need to be admitted to TRiO before signing up
- March 20-Running Start Information Session 4-5 p.m. or 6-7 p.m.
- March 22-Running Start Information Session 6-7 p.m. (In Spanish)
- March 26-Running Start Information Session 6-7 p.m.
- April 9- Running Start Information Session 6-7 p.m. (In Spanish)
- April 10-Running Start Information Session 6-7 p.m.