

Minutes

Operations Council – April 9, 2018

Attending: Jason Arrowsmith, Chris Bailey, Tamra Bell, Marie Boisvert, Paz Clearwater, Desiree Gamble, Brendan Glaser, Wendy Hall, Richard Hamilton, Melinda Harbaugh, Eli Hayes, Karen Joiner, Sue Orchard, Brandon Ray, Natalie Richie, Lupe Rodriguez, Kirc Roland, Janel Skreen, Stacey Sowders, Dani Trimble, Nolan Wheeler, and recorder Linda Clark.

President Chris Bailey called the meeting to order.

1. MEETING TOPICS

Budget Projection:

Nolan Wheeler explained that his budget projection is still \$24.2M; however, the first draft of the allocation model just came in he hasn't had an opportunity to plug in the numbers. We are still refining the expenses.

2. UPCOMING AND/OR RECURRING TOPICS

May 14 - Operations Council will be devoted to administrative conversations regarding diversity, equity and inclusion. Eileen Yoshida will be the presenter.

3. ROUND TABLE DISCUSSION

Chris Bailey

- Senator Murray was on campus last week to meet with our ELC staff. She is promoting a bill whereby no one would have to pay more than 7% in daycare costs. He found out today from her office that there is some potential grant money available for daycare.
- The University Center has an Open House scheduled for Thursday, April 12.

Marie Boisvert

- If anyone has projects or jobs available for students for 5 hours/per week, let her know as we have some International Students who could benefit.

Dani Trimble

- LCC Career Fair is next week, April 19. Focus will be on recruiting rather than networking.

Tamra Bell

- Work continues on the development on BAS, and is going well.
- Instruction is currently working to develop a pre-apprenticeship program.

Sue Orchard

- The college is actively looking for software for student retention purposes. A rep for Starfish will be on campus tomorrow. We have also scheduled a demonstration for Navigate. She explained that purchase of this type of software will be critical as we move forward with guided pathways.

Karen Joiner

- In regards to the BAS program development, there are two parallel paths--one with the State Board and the other with the Professional Educators Board. Once approvals are granted, then we will move toward the accreditation process.

Natalie Richie

- Instruction is working on the 3-year advising schedule.

Brendan Glaser

- Work continues on developing our Meta-majors for guided pathway which will be brought to Instructional Council this week for consideration. Once approved, we can move forward with the next steps.
- Instruction is working to develop an annual schedule, and the goal is to have one ready for publication for the 2019-20 academic year. It is a lot of work to make the transition from quarterly schedules to an annual schedule.

Melinda Harbaugh

- The LCC choir just got back from San Francisco, where they performed at the Grace Cathedral. Gina Challed is putting pictures together to share.
- The performing arts department is the proud new owners of a baby grand rehearsal piano.

Jason Arrowsmith

- So far, he and the security team have conducted 33 individual department emergency trainings.
- A lockdown drill is scheduled for Thursday, April 11 at 11:00, and should take 10-15 minutes.

Nolan Wheeler

- The Financial Statement audit for 2017 was clean with no findings.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

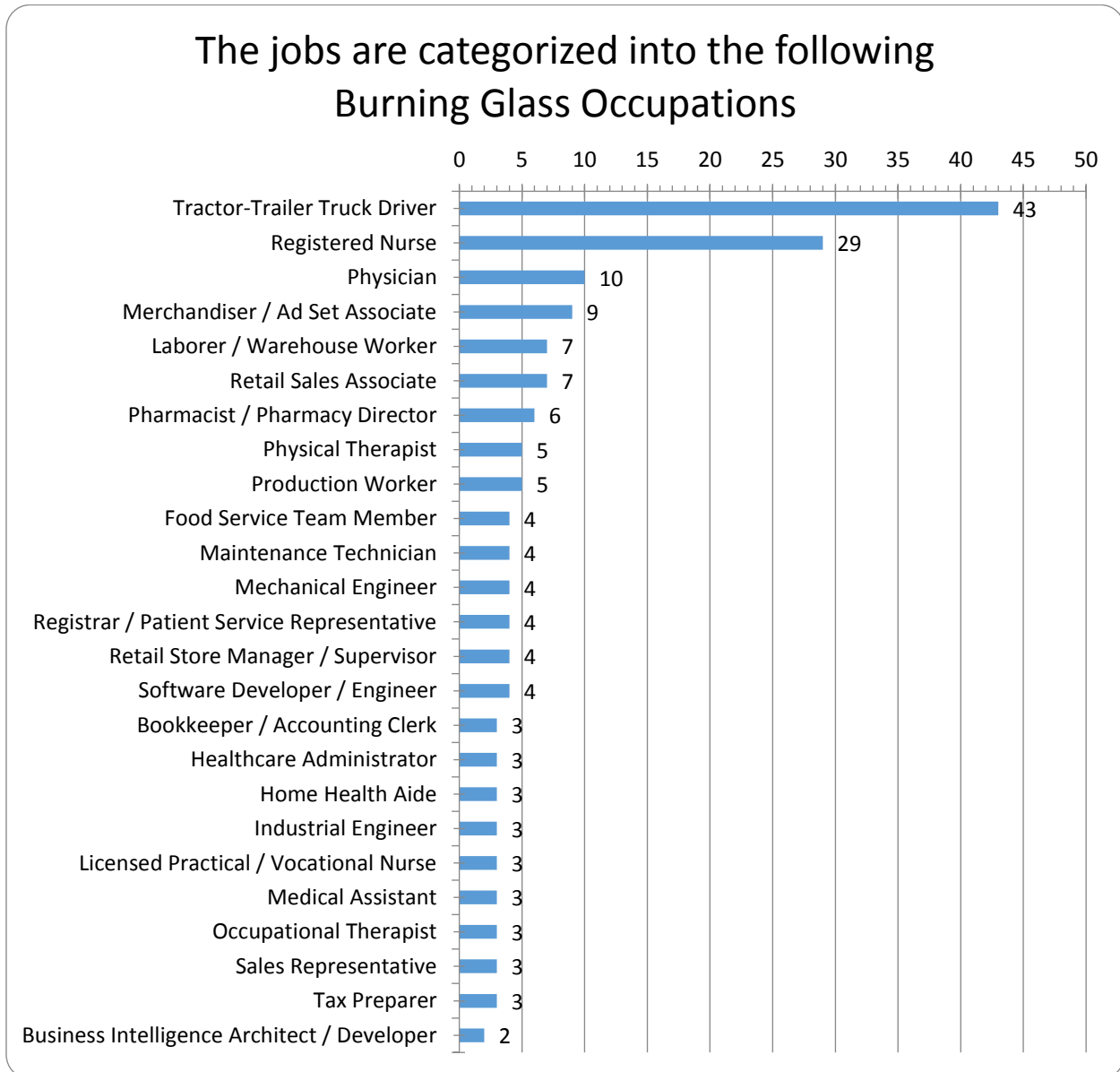
OPERATIONS COUNCIL REPORT – President’s Office

April 2017

- Wendy Hall, Effectiveness and College Relations
- Hahli Rogers, Corporate and Continuing Education
- Kendra Sprague, Human Resources and Foundation

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- The top 25 job postings in Cowlitz and Wahkiakum Counties in the last 30 days (via Burning Glass):



CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Recent media coverage through The Daily News includes:

- [LCC's Clinton Howard and Marinda Strine win academic honors](#) – article about 2018 All Washington Academic Team members Clinton Howard and Marinda Strine, both honored on March 22 at a ceremony in Olympia. Both Clinton and Marinda earned \$250 scholarships from Key Bank. Clinton also earned a \$1,000 bronze medallion scholarship from the Coca-Cola Foundation. Published on March 19.
- [LCC hosts regional science competition](#) – article about the 2018 Regional Science Olympiad, held at LCC and coordinated by LCC faculty member David Rosi. Local teams from R.A. Long High School, and Toledo and Woodland middle schools competed in the event. Published on March 5.
- The 2018 Student Satisfaction Survey launched on March 19. Nearly 350 students responded in the first four days, a new record!

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- March was filled with recruiting for the Math and Political Science Instructor positions. Both have been filled. We are very excited for the new faculty to start next fall.
- Human Resources welcomed and oriented all new and part-time employees. LCC recently completed its first draft Accessibility Plan. To ensure employees are adequately informed on all LCC policies and procedures, Winter Quarter we assigned the new Canvas course - LCC Accessibility - "Soaring into Accessibility."
- Red Devil Wellness offered use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit. Julian attended the annual Healthy Worksite Wellness Summit. It will be fun to implement some of the ideas he developed from the conference through the Red Devil Wellness program.
- There were some exciting training opportunities for all employees this month:
 - "Building Confidence as a Speaker" – Our very own Communication Studies Faculty, Stefanie Neill & Alex Brehm, provided a Communication Training workshop for Faculty & Staff. They addressed topics regarding communication apprehension and building confidence as a speaker.
 - Planning for your Retirement Seminar – Our TIAA-CREF representative provided a retirement planning seminar! He shared tips for how to better prepare for your upcoming retirement! HR also provided TIAA-CREF individual Campus Counseling for one-on-one retirement counseling.

Accreditation

- Accreditation update: preparation for our upcoming Year Seven Report and Visit, scheduled for October 17-19, 2018, continues. Remaining tasks include:
 1. Complete basic institutional data sheet, including enrollment and financial information.
 2. Finish review and revision of standard 2.B.6 regarding the faculty evaluation process.
 3. Gather and organize exhibits, including curriculum and program reviews.
 4. Make logistical arrangements for the visit, including advertising the visit with local media and scheduling forums for the board, students, faculty and staff.
 5. Draft report conclusion (include areas of focused improvement for LCC).
 6. Post draft report for campus review (early spring quarter 2018).

ctcLink news

- Several aspects of the project are ramping up for a potential "go live" in 2019.
- The State Board for Community and Technical Colleges (SBCTC) has been working on a revised process of the deployment of the ctcLink. While little has happen on the project in the last year, the SBCTC has committed to starting up the project again soon. To this

end, they hosted project managers last week in Bellevue at the Washington state ERP Project Manager Summit. The items covered in the meeting were as follows:

- The development of a recommended timeline for the Deployment of 31 remaining colleges in the state with respect to each schools readiness according to several factors.
- Improvement of the communication and knowledge transfer processes on the project to support more effective implementation.
- Identification the roles and responsibilities of the college is the project deployment process.
- The development of guidelines for project governance at the college level.
- The project is still on hold pending the review and approval of WACTC, but offers a revised timeline that purports to have us live on ctLink in less than two years. Once WACTC grants approval for proposed timeline (expected in April), project work will start again in earnest.
- Over the next month, we will be working with subject matter experts (SMEs) and other project related staff to develop documentation to support our readiness prior to the next assessment by the SBCTC team.

Foundation

- This year, 28 plaques were added to the lifetime donor wall, including 19 new additions and 9 upgrades to larger plaques. The beginning level to be included on the donor wall is \$10,000 in lifetime giving. The Lifetime Donor Reception is our opportunity to say thank you to those who have made significant contributions to LCC. The reception was held on Thursday, March 8 at 5:30 p.m. in the Rose Center Art Gallery with around 50 in attendance. This was a great evening of thanks and camaraderie with hors d'oeuvres, drinks, art and music. We had one student speaker, Clinton Howard, share his amazing story of transformation at LCC.
- The *Daily News* launched its Students in Need Campaign on March 18th and it will run until April 29th. Their goal is to raise \$50,000 this year.
- The Foundation has grown the Alumni Association to 315 members with 6 new members signing up in March. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in February to thank them for their continued generosity.
- The 2018-19 Scholarship season launched with nearly \$400,000 in scholarship opportunities for current and prospective LCC students. Scholarship workshops are being offered on campus and in the following local high schools: Three Rivers Christian, Clatskanie, Kelso, Wahkiakum, Kalama, Woodland, and RA Long to assist students complete the online application process. Deadline to apply is April 15, 2018. Thanks to a generous donation from ASLCC, those who complete their scholarship applications will be entered into a drawing to win a Chromebook. Detailed scholarship information can be found on the LCC website.
- Exceptional Faculty and Foundation Grant applications will open Wednesday, March 28th and will be accepted until April 27th. Exceptional Faculty and Foundation Grants are intended to support projects that promote innovation, student learning and/or staff development.
- In March, the Foundation received nearly \$78,000 in gifts including a \$50,000 gift from former board member Betty Buck for annual scholarships, a \$10,000 gift from South Seattle College Foundation (Biella Grant) for Student Success, and a \$4,000 pledge from Janet Rowley for an annual scholarship in her father's name.

New Hires/New Assignments

- | | | |
|------------|---------------|---|
| ○ 3/1/2018 | Leticia Camba | Procurement & Supply Specialist 2 (Buyer) |
| ○ 3/1/2018 | Erica Browne | ECPS 2/Assistant Teacher (Head Start) |

- 3/1/2018 Cindy Moenck Lead Custodian
- 3/1/2018 Tyson Graham Lead Custodian

Operations Council Report

Instruction Division – April 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
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
Heidi Patrick, Manager of CEO Program
Lynell Amundson, Manager of Continuing Education

CORE THEME I: WORKFORCE & ECONOMIC DEVELOPMENT

- LCC's Fitness Specialist Certificate program will graduate its first two students spring quarter. Starting two years ago with just 5 students, there are now 15 students at various stages in the program.
- Corporate & Continuing Education hosted an OSHA 10 General Industry Certification course March 12th and 13th in the Don Talley Building. Seventeen people, including a group of LCC employees, participated in the safety training. OSHA 10 is an industry recognized training program that covers a variety of general industry safety and health hazards that a worker may encounter. The course includes an introduction to OSHA, General Safety & Health Provisions, in addition to electrical safety, fall protection, PPE, materials handling, hand and power tools, etc. Greg Hoole, co-owner of CITE Safety Training, taught the course.
- Corporate & Continuing Education hosted a Department of Transportation Traffic Flagger Certification course March 9th with 11 individuals successfully completing the regulatory training. In other industry recognized training, CCE had eight nursing students complete the Professional Vocational Relationships course with Annette Ward as instructor Winter Quarter, and seven individuals obtained their Class A Commercial Driver's License with Jim Dillinger/Steve Pattison as instructors, bringing the number of successful CDL completers to 26 since the inception of the new program.

CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- Fourteen students graduated with their high school diploma from the Transitional Studies High School 21+ program in Winter Quarter, 2018. Of these 14 students, 5 are transitioning to college at LCC. One of the five has chosen an Integrated Basic Education and Skills Training (I-BEST) pathway. Additionally, at least one of the Fall HS21+ graduates is known to be transitioning to LCC in Spring Quarter, 2018.
- Although most HS21+ graduates leave the program with sufficient technology and digital literacy skills, they often lack the equipment they need to successfully transition to college level classes.

To better support students in this predicament, Transitional Studies has started a program whereby program graduates transitioning to a college program are given a Chromebook. HS21+ graduates can keep the Chromebooks as long as they pass all of their classes in their first quarter. In winter quarter, three Chromebooks were awarded to HS21+ graduates. Students remaining in the HS21+ program continue to have access to Chromebooks and laptops both in and outside of class.

- The Transitional Studies department has been working with LCC College Relations to improve the website experience for its students. A new landing page called Current Transitional Studies Students has been developed. It includes specific links that we hope will provide Transitional Studies students the information they need to be successful in our programs.
- In Winter Quarter, 2018, 78 students earned high school credits. A total of 192 credits were awarded in a variety of high school diploma requirements/subjects. The fact that twenty-one students earned English credits with grades high enough to articulate directly into English 101 is particularly noteworthy.

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- 2018 summer and fall class schedules are in final review and will reflect the new scheduling model during Winter Quarter. The new model begins classes on the hour or half hour, and includes consistent break times across all disciplines. New scheduling standards were developed to better align with SBCTC requirements, and were developed in a collective effort involving Instructional and Student Services faculty and staff.
- Alex Whitman's Spanish 121 class invited the ESL class to visit. Most ESL members are Spanish-speaking students learning English. Language learning can be very difficult for adults, so the purpose of this combined class was for them to be the leaders, instead of the followers! Alex reports that the class was excellent and that they will repeat this activity in the future.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- As part of Northwest Voices, Joe Green and Donald Levering offered a creative writing workshop for students, faculty, and the general public, followed by a reading at the Longview Public Library.
- The SW WA Science Olympiad Regional Competition was held March 3rd. Seven middle schools with 19 teams and 12 high schools with 20 teams competed. An estimated 500 people participated, including middle and high school students, coaches and parents. There were 48 events in total. Four middle school teams and six high school teams advanced to state competition. We had approximately 85 volunteers from faculty, staff, students, and community members serving in a variety of tasks. Tasks included event supervisors, event helpers, team and volunteer coordinators, runners, final event scoring and tabulation.
- Natalie Richie was inducted into the Longview Noon Rotary on March 28th and will represent Lower Columbia College.
- **Art Gallery / Rose Center for the Arts**

April 3rd is the opening reception of artwork by Peipei Wallace, ceramics instructor at Lower Columbia College. Peipei was born and raised in Taiwan, and the theme of her work is based on the cultural importance of food. The exhibit includes ceramics and mixed media prints. Peipei

has lived in the U.S. for over fifteen years and her Chinese cultural identity has shifted to blend with American culture. The use of ceramics, printmaking, and brush drawing have a long history in Chinese culture which she continues to use with a contemporary viewpoint.

Information and images on this exhibit will be included on the Rose Center's Facebook page and 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 in the surrounding communities.

Preparations are in the works for the annual student art exhibit held at the end of spring quarter.

TOPICS OF INTEREST

- The SEMI Foundation recognized Lower Columbia College as the first certified partner in the SEMI High Tech U (HTU) Certified Partner Program March 23rd at LCC. LCC completed a three-year process of delivering HTU with guidance and instruction from SEMI in preparation to deliver HTU programs to middle and high school students. SEMI's Certified Partner Program uniquely identifies organizations that provide quality training and have a framework for outreach that can recruit and instruct high school students in the value of science, technology, engineering and math (STEM) based careers. *"We are delighted to partner with LCC in our common goal to motivate the next generation of innovators,"* said Leslie Tugman, Executive Director of the SEMI Foundation. *"Lower Columbia College is uniquely positioned to pipeline students from high school to college on a track that speeds the time from graduation to employment. This is a win for the community and as well as for employers."* LCC HTU staff include Hahli Rogers, Tamra Bell, Lynell Amundson, Heidi Hamer and Brian Delmar. Chris Bailey, Brendan Glaser, Hahli and Tamra accepted the award in the March 23rd ceremony. The 2018 HTU class had 24 eighth, ninth and 10th grade students from local area schools.

Upcoming Events

- **Apr 2-30**, 12am, Veterans Alliance Weekly Meeting, Student Center 201 – Diversity & Equity Room
- **Apr 2-25**, 4pm, Spin/Indoor Cycling with Jodi, Gymnasium Building 210 – Dance Studio
- **Apr 3-26**, 6pm, EMT Training, Don Talley Vocational Building 202
- **Apr 4-26**, 10am, Art Exhibit: Peipei Wallace, Rose Center for the Arts 110 – Gallery
- **Apr 4th & 5th**, 4pm, Spring Play Production Auditions, Rose Center for the Arts 131 – Theatre
- **Apr 5-9, 11am**, Weekly Multicultural Documentary Film, Student Center 122 – Cafeteria
- **Apr 6-27, 12pm**, Battle Buddies to Study Buddies, Student Center 201 – Diversity & Equity Room
- **Apr 6,13, 3pm**, Scholarship Application Workshop, Admissions Building 120 – Career Center Lab
- **Apr 6, 7pm**, National Theatre Live Presents: Young Marx, Rose Center for the Arts 101/121/134 – RCA Lobby, RCA 123 – Wollenberg Auditorium
- **Apr 9**, 6pm, International Festival Planning Meeting, Student Center 201 – Diversity & Equity Room
- **Apr 10**, 6pm, Running Start Information Session, Student Center 120 A,B,C+122 – Cafeteria & Conference Rooms

- **Apr 13**, 5pm, Running Start Social, Health & Science Building 111
- **Apr 14**, 7pm, Mark Morris High School Vocal Jazz Night, Rose Center for the Arts 101/121/134 – RCA Lobby, RCA 123 – Wollenberg Auditorium
- **Apr 16**, 11:30am, Growing & Eating Herbs Workshop, Health & Science Building 106
- **Apr 18**, 10am, Build your Own Worm Compost Bin, Health & Science Building 135 – Environment & Science Lab
- **Apr 18**, 2pm, Chickens 101, Health & Science Building 105, Student Center Outdoor Pavilion
- **Apr 19**, 3:30pm, Indoor Plants Workshop, Health & Science Building 135 – Environment & Science Lab, Student Center Outdoor Pavilion
- **Apr 21-22**, 7pm, Southwest Washington Symphony Concert, Rose Center for the Arts 101/121/134 – RCA Lobby, RCA 123 – Wollenberg Auditorium
- **Apr 23**, 7pm, Kelso School District Spring Jazz Concert, Rose Center for the Arts 101/121/134 – RCA Lobby, RCA 123 – Wollenberg Auditorium
- **Apr 26**, 9am, Student Nurse Organization Annual Health Fair, Student Center 122 – Cafeteria
- **Apr 27**, 7:30pm, Performance: Duo Baldo, Rose Center for the Arts 101/121/134 – RCA Lobby, RCA 123 – Wollenberg Auditorium

AUXILIARY PROGRAM

Head Start

- Head start will be visiting agencies in Cowlitz County to talk about programs and marketing materials in April, as a push for recruitment for next year. Rally Day will be held on April 16th for staff and parents to spread information to neighborhoods about Head Start, EHS, and ECEAP in addition to flyers being sent home to all K-2nd grade students in surrounding schools. Spring events such as Earth Day, Safe Kids Day, and Run the Path will also be attended.
- \$1,000 was donated by the Junior Service League to help provide children with better access to books.

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

APRIL 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

Information Technology Services

- IT Services updated the servers with the latest security patches.
- IT Services added emergency notification speakers to the STC cafeteria, University Center and Office of Instruction.
- IT Services had the student LED Reader board repaired.
- IT Services helped the library setup a new service for checking out ebooks and audiobooks.
- IT Services began deploying Windows 10 computers.
- IT Services upgraded an LCC transcript application that fixes some deficiencies in the Advisor Data Portal application.

Safety & Security

- One of our part-time security guards, Tristin Walczak resigned. There are no other current applications on file.
- Jason Arrowsmith collaborated with the Longview Police Department to developed new “criminal trespass” form to bring us into compliance with a recent Washington State Supreme Court ruling. Our forms are now modeled after LPD.
- Departmental “Lockdown” and “Run Hide Fight” training continues with multiple sessions scheduled over the next couple of months.
- Security conducted a light audit of campus and has submitted a work order for any issues they noticed.
- A first draft of official campus procedure regarding Registered Sex Offender notification has been completed.
- Air quality testing for a variety of air contaminant in the ceramics lab and AAR offices has returned clear, thus far.
- Select employees have completed respirator training and medical evaluations/fit testing.
- The EBC quarterly training was held on 03/28/2018. EBCs reviewed procedures specific for lockdown of their respective and basic first aid response to common medical emergencies.

Athletics

- The NWAC Conference Winter Academic Excellence Awards were released recently. LCC

women's basketball players Shanay Dotson and Madison Crews were honored with the award, given to sophomores with a cumulative GPA of 3.25 or better.

- LCC basketball players Spencer Sweet, Brandon Cotton, Shanay Dotson and Cherita Daugherty all represented LCC at the NWAC Sophomore All-Star basketball games. All the LCC student/athletes played well and were on the winning teams.
- The updated totals in the race for the NWAC Athletic Directors Cup have been released. After winter quarter, the defending cup holder Lower Columbia is sitting in 4th place with 59 points. Highline leads at this point with 69 points. The final winner will be declared after spring sports are completed. The points are awarded for regular season finish and championship tournament placings.

Finance

- The FY17 Financial Statement audit is complete and we did not receive any Findings or Management Letters from the SAO!
- Leticia Camba, Buyer, started in purchasing March 1, 2018.
- IT set up a two way ScanDoc folder for Finance and Financial Aid to scan documents directly to the folder instead of sending via email.
- The USPS Addressing Standards Guide that Payroll uses was shared with Registration and IT in hopes of standardizing mailing addresses across campus and developing an automated tool to detect address errors.

Campus Services

- The Maintenance staff worked on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- The Grounds department is actively looking to recruit more work study as soon as possible. Spring is one of the busiest seasons for Grounds.
- Cindy and Tyson were both promoted to Lead and they are adjusting smoothly to their new roles. We are excited to have both of them on the Lead team.
- Tyson, Tyler and Linda have been working in the ceramics lab, they received their respirator certification and spent the last week of the month getting the lab ready for use in spring quarter. This same team will soon take over the cleaning of the weld shop as well – hopefully with an additional part-time to assist.
- Minel continues to work on uploading items onto the Public Surplus website and we expect to go live very soon.
- The main focus of the Print Shop this month was ensuring that the inventorying of college owned equipment was completed.
- We have advertised and are reviewing candidates for a new full-time position in Shipping/Receiving.

Capital Projects

- Lower Columbia College's proposal for a new 55,000 sq. ft. vocational building scored nearly 83 points and came in at #10. The minimum score to make the capital project list was 70 points. We improved our score by nearly 5 points from our initial submission of the proposal last year.

OPERATIONS COUNCIL REPORT – Student Services

April 2018

- Dani Trimble, Workforce Education
 - Nichole Seroshek, Registration
 - Stacey Sowders, Outreach and Enrollment
 - Lupe Rodriguez, Running Start
 - Paz Clearwater, Student Activities
 - 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
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CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

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CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Student Exchange and Visitor Program (SEVP) approved a new IESL program through the International Department and can start admitting students.
- TRiO took a group of 8 students on a three-day spring break tour of Central Washington University, Eastern Washington University, Washington State University, and Gonzaga University. Students received admissions presentations, heard from student panels, and got a tour of each campus.

CORE THEME III: STUDENT ACCESS SUPPORT AND COMPLETION

- International programs will be attending a housing and residence life conference in Yakima on April 5.
- Julie from international programs attended the AWISA conference for updates about immigration information, and attended a session on presenting information across cultures that is easy to understand.
- International programs welcomed two new international students for Spring quarter, one from China and another from Kenya. Roommate contracts will be implemented to help students living in apartments work on discussing and managing possible conflict.
- ASLCC held a Relaxation Day on March 8th. Over 40 students attended to enjoy refreshments, receive massages from massage therapists, and doodle in coloring books.
- Student Activities staff also participated in three information sessions on March 8th to help spread the word about LCC Foundation scholarships.
- The State Need Grant maximum award will be \$72.00 and the Pell Grant maximum award will increase by \$100.00. This will help students offset the anticipated 2% tuition increase announced last year.
- Outreach & Enrollment, Advising and Testing, Career Services, Running Start, Student Activities, TRiO, Transitional Studies and the University Center collaborated on the Winter Retention Calling Campaign. Students were called, emailed and in a few cases texted with reminders about Spring registration and offers to assist with any barriers. Over 1,200 students were contacted in the final two weeks of the quarter. David Pittsley, along with Outreach and Enrollment, made

two presentations to Kelso High School Welding and Automotive classes about vocational opportunities at LCC (30+ students per class).

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- On March 27th, 165 seventh graders from Cascade Middle School visited campus with their chaperones and teachers. Students had a chance to learn about LCC services from Diesel Instructor Jim Dillinger, University Center, Fitness Center, Career Center and Running Start Staff, and Learning Commons' Tutors. The Sophomore Career Fair took place at LCC on Friday, March 30th. Nearly 1,000 sophomores from areas high schools attended to learn about a variety of careers from 50+ area professionals.
- Disability Support Services outreached to 86 new and returning students, reminding them to register and request accommodations for spring quarter. DSS staff have observed a staggering increase in audiobook production. In winter 2017, 25 audiobooks were made compared to 70 audiobooks in winter 2018. This shows the growth of the program as well an increase in students using accommodations.
- The Running Start team has tried several new initiatives this quarter for students who were flagged for Academic Early Warning (AEW), RS probation, and RS reinstatement. 34 were flagged for AEW (Academic Early Warning) throughout the quarter. After contacting each student by phone, text or face-to-face meetings, 30 successfully passed their classes (88%). 31 students were flagged for Winter probation, but through monthly meetings, 21 successfully passed their classes (68%). 5 students were reinstated to the RS program, and 4 students successfully passed their classes (80%). Overall 97% of Running Start students successfully passed their classes with a GPA of 2.00 or better. Running Start has held four information sessions for students interested in participating Fall 2018 have had 152 students attend so far. There are two remaining sessions in April. Running Start social media has continued to grow.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- TRiO submitted their annual performance report to the Department of Education and exceeded all outcomes. TRiO was required to meet the following for the 2016-2017 academic year:
 - 85% of TRiO students must be in good academic standing.
 - 60% of TRiO students must persist from one academic year to the next.
 - 35% of TRiO students must obtain an associate's degree within 4 years of matriculation at LCC.
 - 25% of TRiO students must enroll at a four-year institution upon graduation from LCC within 4 years of matriculation at LCC.
- TRiO not only met the above outcomes, but exceeded them with the following numbers:
 - 91% of TRiO students were in good academic standing.
 - 75% of TRiO students persisted from the 2016-2017 academic year to the 2017-2018 academic year.
 - 48% of TRiO students obtained an associate's degree within 4 years of their LCC matriculation date.
 - 32% of TRiO students enrolled at a four-year institution upon graduating from LCC within 4 years of their LCC matriculation date.
- TRiO student, Clinton Howard, received the Transforming Lives award, as well as made the All-Washington Academic Team, and was recognized as a bronze scholar on Coca-Cola's 2018 Academic Team, which earned him a \$1,000 scholarship.

Upcoming Events & Important Dates

- ASLCC Dates - April 2018
 - Spring Quarter Executive Council meetings will be held every Monday during the quarter from 2pm-3pm in the Clubs & Orgs Room

- ASLCC Applications open for 2018-19 on April 2nd. Application materials can be found [here](#) and ASLCC will host weekly information sessions for potential applicants.
 - Info Session #1 - 4/6, 9am, STC Conf. Room
 - Info Session #2- 4/11, 12pm, STC Cafeteria
 - Info Session #3 - 4/19, 4pm, STC Conf. Room
 - Info Session #4 - 4/23, 2pm, Clubs & Orgs Room
 - Applications due to ASLCC by 5pm on May 1
- ASLCC Hall of Honors nominations open on April 2nd as well. Nomination materials can be found [here](#). The nomination period will end on May 4th.
- April 9 - Running Start Information Session 6-7pm (Spanish)
- April 10 - Running Start Information Session 6-7pm
- April 11 - Co-curriculars, organizations, & clubs advisor meeting - STC 216, 4pm
- April 13 - Running Start Social (5pm) & Happy Death Day movie (6pm) - HSB 101
- April 18 - Co-curriculars, organizations, & clubs social - 4:30pm - STC Conf Room
- April 23 - Fitness Challenge Begins (Kickoff event time & location TBD)
- April 26 - National Pretzel Day - STC
- April 30 - Family Cultural Night - 6pm - STC Cafeteria
- May 4 - May The Fourth Be With You - Star Wars The Last Jedi - 6pm - HSB 101

New Hires

Enrollment: State FTE for winter quarter is 2098, compared to 2152 on the same date last year (-2.5%).

State FTE for spring quarter is 1762, compared to 1700 on the same date last year (+3.6%).

2017-18 Annual State FTE is at 2367, compared to 2343 on the same date last year (+1.0%).

Dates: Spring quarter begins April 2, last day to be enrolled off the W/L is April 4, 100% cutoff is April 6, spring graduation deadline is April 24, summer registration begins May 1