

Minutes

Operations Council – May 21, 2018

Attending: Jason Arrowsmith, Chris Bailey, Paz Clearwater, Desiree Gamble, Marisa Geier, Brendan Glaser, Wendy Hall, Kyle Hammon, Melinda Harbaugh, Eli Hayes, Cliff Hicks, Karen Joiner, Mary Kate Morgan, Sue Orchard, Sam Orth, Brandon Ray, Jodi Reid, Lupe Rodriguez, Hahli Clark, 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

Operations Council Procedural Template:

Chris Bailey explained that for accreditation reasons, we need to ensure continuity of committee bylaws and did so by standardizing the template. After discussion, it was agreed to swap the Governance and Authority sections. No need for operating procedures.

APPROVED as amended

Procedure 240.1: Drug & Alcohol Testing

Kendra Sprague explained that this procedure was developed to comply with federal DOT regulations and requirements for employees who hold a CDL.

APPROVED as presented

Procedure 720.2A: Accessible Technology Procurement

Brandon Ray provided a recap of this procedure, which came about as a result of new requirements for accessibility. The only recommendation was to remove the indemnification clause, which is part of the policy; not the procedure.

APPROVED as amended

Procedure 720.1A: Posting Accessible Documents to the Website

Wendy Hall said that this procedure provides a manner to identify the author of documents posted to the website.

APPROVED as presented

Procedure 810.1A: Facebook Procedure for Social Media Management

Wendy Hall explained that the college adopted a Social Media Management policy in 2017, but with recent changes to Facebook terms, they will no longer allow more than one account per person. If Facebook finds more than one profile per individual, they assume multiple the accounts are the result of fake profiles and they are deleted. This procedure was developed as a guide for our people who manage College Facebook pages.

APPROVED as presented

Diversity and Equity Discussion

Sue Orchard explained that guided pathways has an active component on equity and inclusion so we will be hearing a lot more in this arena. The Diversity and Equity Committee has been active in

bringing trainers and presenters to campus. On June 11, two trainers will be on campus presenting workshops for all staff, followed by a training in August for the college leadership.

Sue and Dani Trimble led an interactive discussion on diversity and equity which will help prepare Operations Council members for the June 11 workshop.

2. UPCOMING AND/OR RECURRING TOPICS

3. ROUND TABLE DISCUSSION - NONE

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

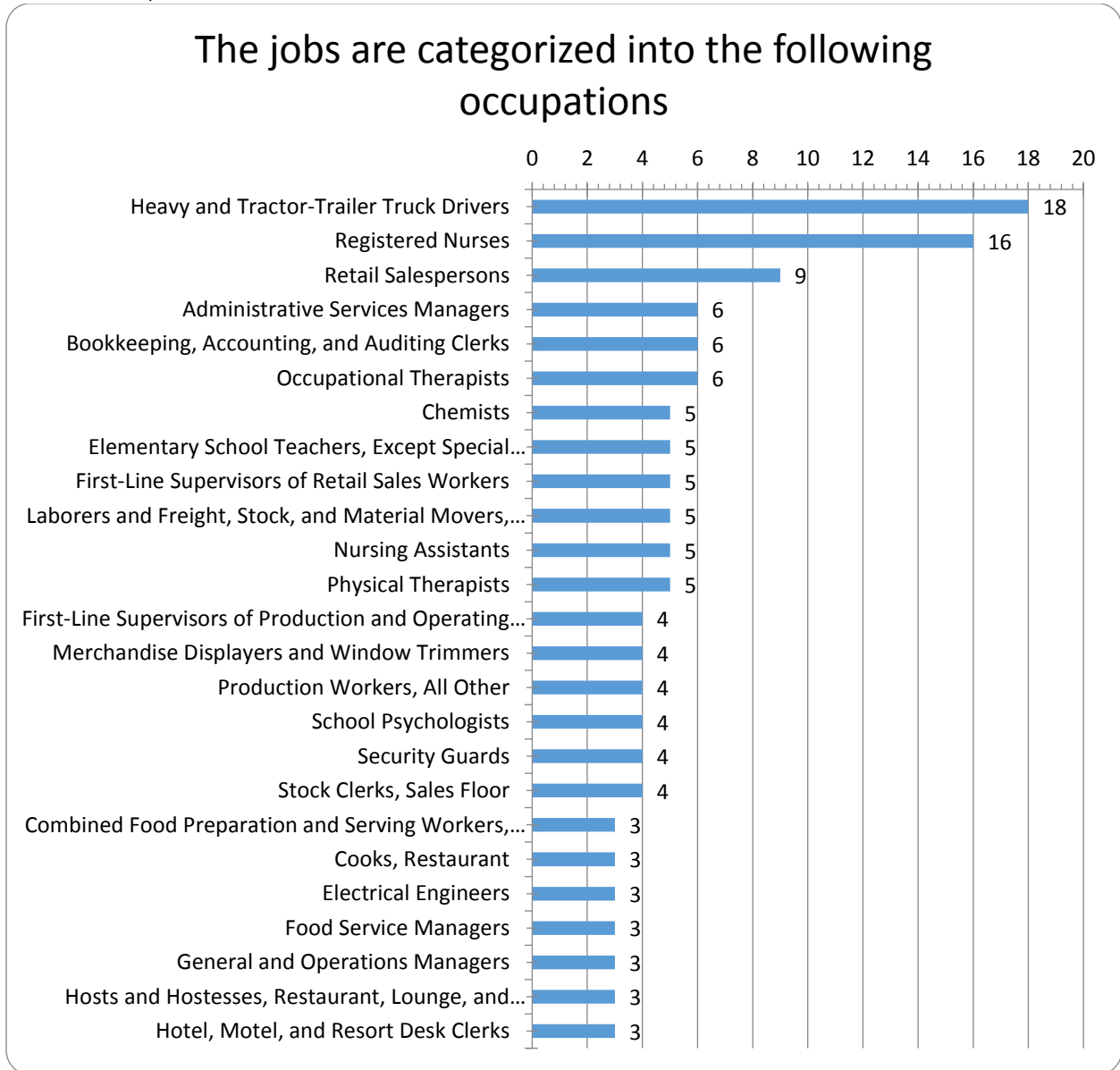
OPERATIONS COUNCIL REPORT – President’s Office

May 2018

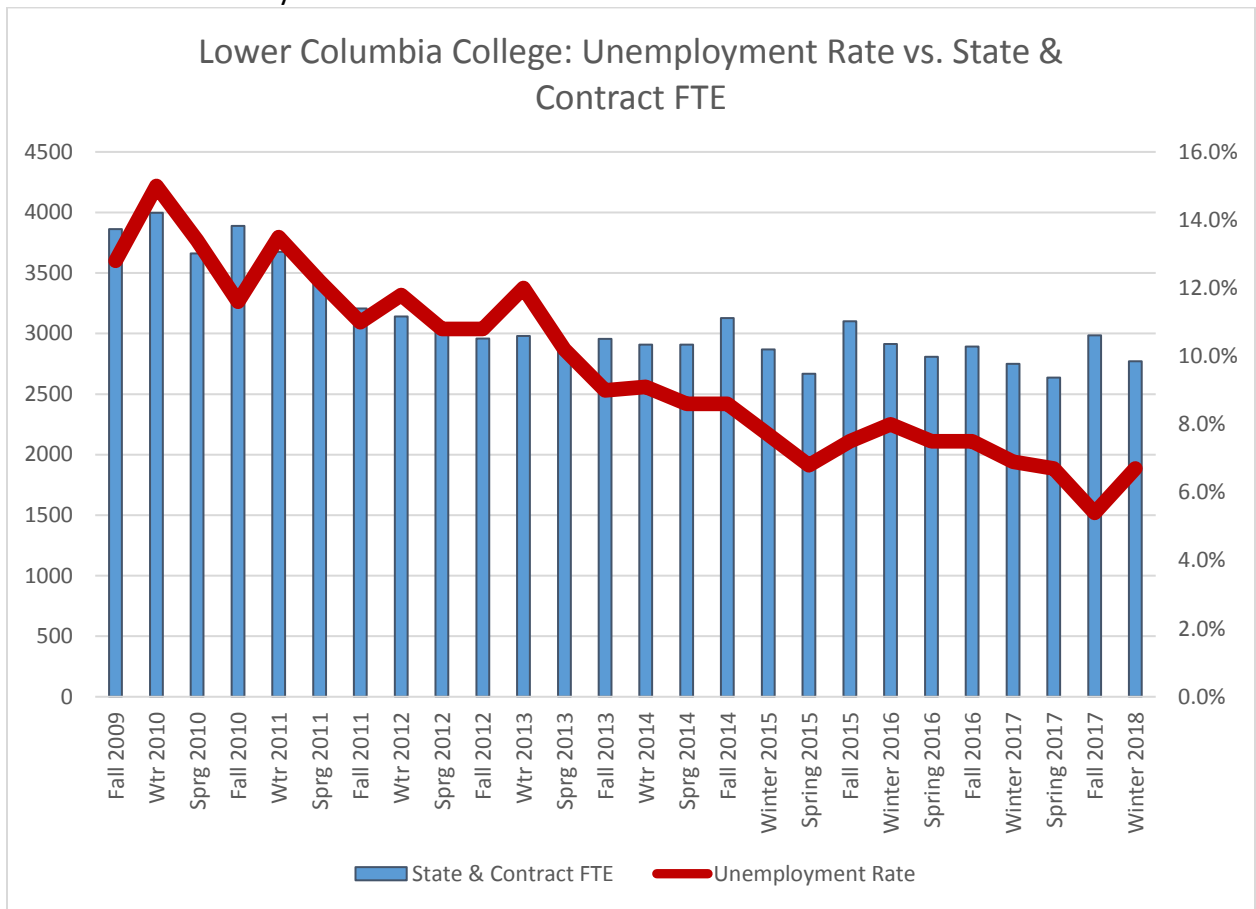
- Wendy Hall, Effectiveness and College Relations
- Hahli Rogers, Corporate and Continuing Education
- Kendra Sprague, Human Resources and Foundation

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):



- The unemployment rate for Cowlitz County increased slightly in March 2018 to 6.7%, up from 5.4% in early fall 2017.



CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- 2018 Summer Assessment Institute participants: Brad Benjamin (coordinator), Merry Bond, Jacquelyn Dailey, Klint Hull, Allison McCrady, Ryan Meagher, Stefan Rijnhart, Kerry Swier, Raymond Westerbur, and Adam Wolfer. The institute, focusing on Numeracy, will occur the week of August 6. Demonstration of general education outcomes is one of the college’s Key Performance Indicators, and results from each summer institute are included in the annual Transfer Monitoring Report.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Recent media coverage through The Daily News includes:
 - [LCC Fighting Smelt Debate Team named among top two-year college programs.](#) LCC’s ‘Fighting Smelt’ debate team placed fifth in the nation among more than 30 two-year college debate teams for the 2017-18 season.
 - [LCC’s 2018 commencement speaker: Investment adviser and alumnus Max Anderson.](#) Max Anderson is a former member of the LCC Foundation Board and Board of Trustees. He is also a former soccer coach. In 2017, the Anderson family donated \$50,000 to the LCC Foundation to honor their parents. The “Anderson Family Pavilion” was named in their honor.

- The 2018 Student Satisfaction Survey closed at the end of April with 660 responses, a new record.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Jenny Smith was the deserving recipient of the True Blue Quarterly Classified Employee Award.
- There were some exciting training opportunities for all employees this month:
 - “Valuing Your Time: Enhancing Productivity & Effectiveness” – Although we cannot control time itself, we can develop good habits for being organized and proactive about how we use it.
 - “Supervisors & Scones: Employee Evaluations” - The HR Team provided a refresher on employee evaluations! We shared our process, some “how to” tips, and answered specific questions from supervisors.
- Human Resources welcomed and oriented all new and part-time employees. To ensure employees are adequately informed on all LCC policies and procedures, Spring Quarter we assigned two Canvas courses “Employee Acceptable Use” and “Emergency Preparedness: Active Threats and Lockdowns”.
- Use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit. Red Devil Wellness offered an “Intro to Olympic Weight Lifting” where faculty, staff, and students learned best practices for Olympic weight lifting. To celebrate the annual Earth Day, Red Devil Wellness held an Earth Week full of “earthy” and fun workshops facilitated by our own faculty and staff. The workshops that were offered include:
 - Growing & Eating Herbs by Lynell Amundson
 - Mushrooms for Health by Kyle Hammon
 - Build your Own Worm Compost Bin by Louis LaPierre
 - Chickens 101 by Elena Ross
 - Outdoor In (Indoor Plants) by Louis LaPierre & Amber Lemiere

Accreditation - Preparation for our upcoming Year Seven Report and Visit, scheduled for October 17-19, 2018, continues. Remaining tasks include:

1. Incorporate financial, personnel and distance education information into the ‘Basic Institutional Data’ section of the Year 7 Report.
2. Add descriptions of academic master planning process to Standard 3A.
3. Incorporate information about financial reserves into Standard 5.
4. Gather and organize exhibits, including curriculum and program review reports and items from the ‘Standard 2 checklist.’
5. Schedule board, faculty and staff forums.
6. Send out press release regarding the visit.
7. Draft report conclusion (include areas of planned, focused improvement for LCC).

ctcLink news

- During an April 27, 2018 business meeting, WACTC voted to adopt a new deployment schedule. The new schedule confirmed six colleges as part of ‘Deployment Group 3,’ including LCC, Cascadia, Olympia, Peninsula, and both campuses of the Pierce College District.
- Activities for Deployment Group 3 are already gearing up, and will begin in earnest in January 2019.
- At this point, we anticipate ‘go live’ in January 2020.

Foundation

- The Daily News launched its Students in Need Campaign on March 18th and it ran through April 29th. The current total raised is \$39,597. This helps fund our Student Success grants for next year!
- The Foundation has grown the Alumni Association to 328 members with 15 new members signing up in April. LCC alumni were offered another promotion to shop at the Adidas and Columbia Sportswear Employee Stores. The Foundation will partner with Ashtown Brewing Company to sponsor Alumni Day at Story Field on May 11th. Nearly 6,700 postcards were mailed to local area alumni. Admission is free for LCC Alumni and the first 20 through the gate will receive a free t-shirt. There will be a social on the party deck with special announcements and prizes. 2018 LCC Alumna of the Year, PJ Peterson, will throw out the first pitch.
- This year's Employee Giving Campaign, Let's Go! Let's Grow was launched on April 24. Our goal is to increase employee participation to 100%. All participating employees will receive a tech pocket for smart phones, an entry into a raffle drawing for an LCC parking spot or an LCC gym membership along with a thank you note from an LCC Foundation Board member. The campaign concludes on May 4th with an ice cream social. The celebration is being co-hosted by the Red Devil Wellness committee's Cinco de Quatro Cook-off and will be held under the LCC pavilion or the Student Center if it rains.
- As part of our donor retention strategies, staff made phone calls, as well as wrote thank you notes, to donors who made gifts in March to thank them for their continued generosity.
- The 2018-19 Scholarship application season is now closed. 562 applications were received with 77% of students completing applications. Twenty-six scholarship workshops were held to assist students with the online application. Twenty workshops on campus assisted more than 107 students. Six workshops held at local high schools helped 34 prospective students with their applications. The lucky winner of the Chromebook donated by ASLCC was Max Shulke. Scholarship reviewing is underway with awarding anticipated to begin in June.
- Exceptional Faculty and Foundation Grant applications closed Friday, April 27th. Exceptional Faculty and Foundation Grants are intended to support projects that promote innovation, student learning and/or staff development. The Exceptional Faculty committee meets May 16th to review and begin the awarding process. The Foundation grant committee will meet before the end of May to make awarding determinations.
- In April, we received over \$30,000 in gifts and pledges including a \$3,100 pledge from the American Legion for annual scholarships, and a \$7,500 pledge from Fibre Federal for Student Success. Fibre increased their pledge amount from \$1,000 annually to \$2,500 annually. Payment for this year was received in April.

Operations Council Report

Instruction Division – May 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

- Corporate & Continuing Education (CCE) collaborated with the Admissions Testing Center to provide testing services in March and April to Steelscape, Cowlitz County, Cowlitz 2 Fire & Rescue and Longview School District. More than 100 individuals were tested for open positions at these locations using a variety of assessments offered at LCC, including applied math, graphic literacy, applied technology, excel and clerical exams.
- CCE started a new class of students in the Diesel Technology Commercial Driver's License (CDL) program. Three students started in the classroom April 9th and are currently participating in the driving portion of the program. Additional sessions of CDL training, both Class A and Class B, will be offered this quarter, beginning the last week of May.
- A Department of Transportation Traffic Flagger Certification class was held April 4th with 11 individuals certified, and an additional business writing class for Fibre Federal Credit Union employees started April 10th with 16 FFCU employees participating. The 12 hour class was taught by LCC's Tim Allwine, meeting on Tuesdays and Thursdays for three weeks at the Longview FFCU location. CCE is hosting a two day continuing education session May 1st and 2nd for members of the Certified Public Accountants Association. The 16 hour training is being offered in the Administration Building Heritage Room.

CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- Amber Lemiere and colleagues will be presenting on the new English placement tool, Directed Self Placement, at this spring's Assessment, Teaching, and Learning Conference. This placement tool has been receiving much recognition across the state and the country.
- Librarians Lindsay Keevy and Andrea Gillaspay-Steinilper are working on an Assessment in Action mini-grant project to gauge how information literacy instruction impacts student success. Faculty members Tim Allwine, Clint Hull, and Nonnie Weaver are allowing this research to be conducted their classes.
- LCC's Concert Choir travelled to San Francisco over Spring Break and performed the works of Rene Clausen with the National Festival Chorus at Grace Cathedral. The choir worked directly with the composer on his pieces and gained invaluable experience rehearsing and performing in a professional setting. One of LCC's students, Gabrielle Riggs, auditioned for and earned a solo in the performance.

- As part of the new effort designed to ensure that students transitioning from Basic Education for Adults (BEDA) into college levels courses have the tools they need to be successful, three winter quarter High School 21+ graduates applied for and were awarded Chromebooks to use in their college classes at LCC. Funded by the Basic Skills Foundation Fund, this pilot project should have a positive impact on student success and transfer.
- In an ongoing effort to foster active learning environments and improve BEDA classrooms in the Vocational and Applied Arts Buildings, several updates have been made, including new chairs, adult height tables, and whiteboard tables. The response from students and faculty alike have been resoundingly positive.

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- In an effort to increase participation, support and completion, BEDA staff called over 60 students with low or zero attendance hours during the second and third week quarter to encourage attendance and problem solve educational barriers. Many students had simple questions or barriers that were easily addressed over the phone.
- In alignment with the Annual Priority Core Theme III to provide Student Access, Support and Completion, I-BEST students continue to receive twice the support and instruction with good results. Winter quarter 129 students were enrolled in I-BEST classes, up 6 percent from winter 2017; 65 students, or 50 percent, earned an Honors GPA of 3.25 or higher; 14 students, or 11 percent, earned a certificate or degree.
- As of the third week in April, 129 students are enrolled in I-BEST classes for spring quarter. Currently up by 4 percent over spring 2017, this number is expected to rise as students continue to enroll in the open-enrollment academic support sections offered by the Transitional Studies department.
- In an effort to continue to improve student access, support and completion, State Board approval was sought to provide I-BEST support outside of traditional face-to-face classes. The State Board has granted LCC approval to support I-BEST eligible online classes with classroom and/or Canvas support and instruction. BTEC 131 Introduction to Spreadsheets summer quarter with Nadine Lemmons and I-BEST instructor Sue Homme will be the first I-BEST supported online class.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- The Board of Trustees granted tenure to Trey Batey, Stefan Rijnhart, Becky Connolly, J Haynes-Hughes, Jason Malozzi, Lucas Myers, Betsy Richard, & Shari Samuels.
- The Salal Review won the 2017 Washington Community College Humanities Association Literary Magazine Competition.
- The Diverse Sexualities and Genders Club is sending students to the Queer Students of Color Conference at Portland State University.
- The 2018-2019 winter & spring schedules are currently under faculty review in anticipation of creating a master 2018-2019 annual schedule to support guided pathways efforts.
- April 3rd was the opening reception of artwork (ceramics and mixed media prints) by Peipei Wallace (ceramics instructor at Lower Columbia College) at the Rose Center Art Gallery. A nice turnout of students, faculty, staff, and community members attended the opening. The exhibit ran through April 26, 2018.
- The annual student art exhibit will be held at the end of spring quarter. Preparations are on the way for this and the following exhibit over summer quarter. 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).
- The lobby's new display screen is also providing information and photos of the Minthorn International Art Gallery located on the upper level of the gallery.

- Preparations are in the works for the annual student art exhibit held at the end of spring quarter.
- As part of grant and program requirements including CASAS testing, WorkFirst reporting and High School 21+ credit tracking, Basic Skills instructors report weekly attendance hours to the department office. In an effort to improve this process and reduce email/email attachment exchanges, staff members Anne-Marie Klein and Rheannon Van Cleef developed an application using Google sheets to report attendance hours and High School 21+ credit attainment. Currently 29 of the Transitional Studies instructors now use this application.

TOPICS OF INTEREST

- In recognition of Earth Week 2018, Louis LaPierre, Amber Lemiere, Elena Ross, Lynell Amundson, and Kyle Hammon presented workshops on composting with earthworms, houseplants, growing and cooking with herbs, raising backyard chickens, and mushrooms. Thanks to the Wellness Committee for making the arrangements!
- Merry Bond served on the National Council Licensing Exam for Practical Nurses (NCLEX) item-writing panel in Chicago, April 17-20. Working with other nursing educators from around the country, Merry contributed to the exam's question bank and gained valuable insight into the formulation and review process for test items.

AUXILIARY PROGRAM

Head Start

- Head start received a successful USDA Audit on March 14th where all areas were found to be within regulations.
- The federal budget agreement signed into law last month provides a more than \$3 billion increase to early education! Child care providers will see a \$2.3 billion increase, while Head Start will get boosted by \$610 million.
- The State Legislature passed a bill allowing for more flexibility in determining ECEAP eligibility. Substitute Senate Bill 6419 was signed into law by Governor Inslee on March 21, 2018. It increases the percentage of over-income children from ten percent to 25 percent of ECEAP slots.
- Head Start/ECEAP/EHS received \$1000.00 from Junior Service League for books for children.
- Head Start/ECEAP/EHS received \$16,000 from United Way for our Mental Health Program.

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

MAY 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 added 10 articles to the knowledgebase to help staff find answers to their frequently asked questions.
- IT Services created a Data Validator that checks for inaccurate addresses and contact information entered into SMS.
- IT Services supported the Washington Connections Academy to provide online computer testing.

Safety & Security

- Safety and Security is working on creating a Campus Safety Week for the first week of October. Several “guest speakers” have been confirmed. Coordination and scheduling to continue!
- LCC completed its first-ever campus wide lockdown drill. Overall a great success! Our participation was excellent. The LCC community did a great job.
- Air monitoring is continuing in areas around campus to ensure safe spaces.
- EHS is working to finalize a reunification point for our preschoolers in the event of an emergency that requires campus evacuation.

Athletics

- The Lower Columbia spring sports teams are having tremendous success so far this season. As of April 30th, the LCC softball team sits in first place in the South Region with a 17-3 record and ranked 5th in the NWAC. The LCC baseball team is tied for first in the West Region with a 14-3 record and ranked 4th in the NWAC. Both teams are already assured of making the post season.
- JT Strickler was named the Under Armour NWAC Player of the Week and Nizhoni Wheeler received the honor of the Under Armour NWAC Pitcher of the Week.
- Preparations are underway for LCC to host the NWAC Baseball Championships May 24-28. LCC Athletics is putting out the call for volunteers to help run the tournament. Contact Traci Hilligoss at 2470 to donate some time to help in this big campus event.

Finance

- The 2017 [Financial Report](#) is available online.
- Campus was notified of FY18 expenditure cutoff dates via email 4/13.
- Federal Work Study funds are exhausted and Payroll has been working with Financial Aid on student funding changes/transfers. Campus was informed of the Federal Work Study shortage in late March and payroll notified supervisors of specific students impacted 4/13.
- Purchasing Manager, Rod Ramer retired. Leticia Camba will assist with purchasing requests in the interim.
- We are now accepting international wire transfers through Flywire!

Campus Services

Maintenance

- Maintenance staff spent around 52 hours on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- A new compressor was installed in the Administration building's HVAC unit. The unit itself is 19 years old and the compressor should bring some new life and power to it.
- Maintenance staff worked double time over at the Olympic Court Apartments. New GFI's were installed in 4 units, walls repaired, nails were taken out of the floors to get them ready for refinishing, and toilets were taken out. Next month will focus on refinishing/installing flooring, rebuilding a closet, and reinstalling toilets and appliances.
- The hot water circulation pump in Main was rebuilt and had a new motor installed. The unit went out when a coolant line on the pump came loose and drenched the motor. We are happy to report it is back up and running.
- The circulation pump in the Admissions building was re-plumbed to prevent hot water from entering the cold water line. The problem has been corrected and no further reports of warm water where it shouldn't be have come through.
- The bollards outside the Rose Center were repaired and rebuilt. LED's were installed on these to increase their efficiency and lower electrical costs.
- The Student Center make-up hot water heater was re-calibrated to operate correctly. Hot water in the dishwasher should now be sufficiently hot.

Grounds

Grounds was short-handed again this month with only David, two part-time and 2 work study students. We have put fliers on campus indicating that we are hiring and have already received two more applicants! Spring is one of the busiest seasons for Grounds and we want to make sure David and our part-timers don't get too overwhelmed.

Custodial

- We hired two new part-time custodians this month and continue to interview more.
- Tyson, Tyler, Linda, and Cindy continue to work in the ceramics and welding labs. Currently the ceramics lab is cleaned on Tu/Th and welding on M/W/F. The team is working with EH&S to get the procedures solidified and standardized. It's a learning process, but the labs are definitely looking better!
- Custodial staff worked overtime cleaning and painting at the Olympic Court Apartments this month. Units 11 and 12 are cleaned, painted and ready for appliance, flooring and plumbing installations which Maintenance staff will take care of in the coming month.

Key Shop

Jim Woodruff continues to upload information into the new system. Progress has been steady and we're hoping to get this completed before Kaylyn's return.

Print Shop/ Central Services

- Minel continues to work on uploading items onto the Public Surplus website and we expect to go live very soon.
- Minel worked overtime in the Print Shop again this month to keep up with the steady influx of orders while also managing his other duties on the Central Services side. The main focus this month was continuing to ensure that the inventorying of college owned equipment, etc. was completed. Most of this work was completed during Spring Break as it is much easier to track down items in classrooms while school is not in session. There are only a few more items to track down!
- We would like to welcome Dan Hines as our new full time Central Services Warehouse Clerk. Dan had previously been working in this position part-time and we expect an easy transition.

Capital Projects

Main Remodel Project

Phase 2 of the Main Project is currently in plan review with the City of Longview. We are estimating that Phase 2 will go out for bid in the next couple of weeks with a completion date around Fall Quarter 2019.

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.

OPERATIONS COUNCIL REPORT – Student Services

May 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
-

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- The annual Career & Networking Fair was held on April 19, 2018, in the Student Center in partnership with Goodwill and WorkSource. A total of 29 employers participated in the fair, including Kapstone Paper and Packaging, Columbia Wellness, Red Canoe, City of Longview, RiverCities Transit, Rightline, Longview Public Schools, Kelso School District, and Ilani Casino, among others. Over 250 students attended the fair and were able to interact with employers, participate in mock interviews and a resume review, and practice elevator speeches. A photo booth for students was available, and about 40 students had their photo taken for their LinkedIn profile. Several employers interviewed students after the event, and indicated they will likely hire LCC students for available positions!
- BFET staff from LCC, Clark College, Centralia College, Lower Columbia CAP, DSHS, and WorkSource met with the Cowlitz Tribe to discuss collaboration opportunities. Staff from the Cowlitz Tribe overviewed services and eligibility for their social service programs. Opportunities for joint marketing, outreach, and referrals were discussed. As a result, more information about tribal offerings will be made available to students participating in BFET and other Workforce programs.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRiO partnered with the University Center for the University Center Open House on April 12th and had a table with transfer resources from 9 am-4 pm. Over 100 students attended.
- Advising and Running Start have partnered together for the upcoming Fall 2018 quarter to help advise graduating high school seniors. Schedules, presentations, and staffing is being planned and organized.
- Advising has been helping faculty update and improve their Faculty Canvas Advising pages to create a sense of ease for advisees and advisors, provide a one-stop-shop for students and advisors, and update the information being given to students. This is creating a strong working relationship between advising and faculty as well as benefiting students.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Two new awards will be implemented by the Financial Aid Office beginning in 2018-19, a Pipeline for Paraeducators Conditional Loan Scholarship for \$4,000.00. The award will begin as a loan and has the potential to be forgiven when the student completes at least two years of working in Washington State's public K-12 system for each year the award is received. The second award to be implemented is the Gold Start Book Stipend, which is a \$500 award for dependents of deceased and disabled veterans.
- The College Bound Scholarship will be expanded to all 1079 students regardless of DACA status. 1079 students can now be considered for Washington State Need Grant as well as College Bound for a maximum annual award amount of \$3,968.00. Both these of these awards require separate manual processing in the financial aid office aside from FAFSA.
- Per Washington State Achievement Center rules, financial aid offices will be required to provide the State Aid Conditions of Award to each student receiving state aid in 2018-19. The requirement mandates that it is included in the body of an email (attachments are not permissible), mailed via US postal mail, or by having students sign an acknowledgement they received the document.
- ASLCC President Clinton Howard was selected to the Coca-Cola All-US Academic Team and the All-Washington Academic Team. Phi Theta Kappa President Marinda Strine was selected to the All-Washington Academic Team.
- ASLCC hosted four information sessions throughout the month for prospective 2018-19 ASLCC officers. Over 25 students in total attended these info sessions. Applications will close on May 1st.
- ASLCC held a Running Start social on April 13th followed by a campus wide showing of horror comedy "Happy Death Day". Around 40 students attended this event.
- The ASLCC Fitness Challenge kicked off on April 23rd with around 20 students challenging themselves with the help of coaches to improve in either strength, cardio, or nutrition. The challenge will run until June 1st.
- The ASLCC Budget Committee held meetings throughout April and are almost finished with a budget recommendation for approval by the Board of Trustees.
- Upcoming Student Activities:
 - National Pretzel Day & Clubs Fair - April 26, 11am-1pm
 - Student Nurses Organization Health Fair, April 26, 9am-2:30pm, Student Center
 - Vest Memorial Lecture, May 3, 7pm-9pm, HSB 101
 - Star Wars Movie Showing, May 4 (May the Fourth Be With You) HSB 101, 6pm
 - Red Cross Blood Drive, May 9-10, 9am-3pm, Student Center
 - Geology Club Lawatlat'la Day (Mt. St. Helens Day), May 18 in the Student Center
 - Drama Production - "A Piece of My Heart" May 25-June 2
 - Red Devil Days, May 30-31, 11am-2pm in the Pavilion/Quad
- Phi Theta Kappa invited over 300 eligible students to join the chapter and held an info session on April 23rd that was attended by 23 prospective scholars.
- Disability Support Services facilitated a tour for 14 Woodland high school students on April 26th. Various programs like nursing, welding, diesel, and music presented along with Mary Kate Morgan from DSS on the differences between high school and college accommodations.

- Two veteran briefings were held on April 25th with a few new and returning veterans and dependents in attendance. Counseling, advising, workforce, and DSS all collaborated to provide a tailored information session for our veteran population.
- For spring quarter, International programs has the highest headcount to date at 27 students.
- International Programs worked with the business office to implement new payment system, “Flywire” to increase security of payments coming from overseas, and to make it easier for international students to pay fees and tuition.
- Marie Boisvert and Sue Orchard attended a housing conference in Yakima to learn about best practice from other community colleges that offer student housing.
- International programs hosted orientation for two new students to LCC, one from Kenya and one from China; as well as four visiting students from Saudi Arabia taking online classes from CWU.
- International programs currently has 10 applications for summer and four applications for fall.
- International programs presented cross-cultural training with Career Services for student staff.
- Nicole DiGerlando and Dani Trimble facilitated a 3 hour Safe Zone training for 8 faculty, staff, and students on April 20th. This training is designed to help build awareness of the barriers facing our students of diverse gender and sexualities and includes discussions and activities relating to LGBTQ vocabulary, frameworks of gender identity and sexual orientation, and others concepts. This was the first Safe Zone group to include students, and the feedback has been very positive thus far. A Safe Zone 2.0 focusing on gender identities and trans* issues will be piloted later this quarter.
- Outreach facilitated a tour for four students from the St. Johns Medical Center Youth Mentorship Program tour on April 6th. Along with presentations on college readiness and career exploration, students visited various academic departments and learned about degree options and campus activities.
- On April 13th, over 200 seventh graders from Huntington Middle School visited campus with their chaperones and teachers. Students received a welcome in the Rose Center from Outreach and Enrollment, Advising, ASLCC, and Career Services, and then had a chance to learn about more about LCC from Diesel/Auto Instructors Ken Ecklund, Corry Kile and Gary Roeske, Learning Commons tutors, Fitness Center, Career Center and Running Start Staff.
- Outreach participated in the Woodland High School Financial Reality Fair on April 17, which targets all WHS seniors.
- Outreach, along with support from Advising and Testing, hosted ten seniors from Discovery High School tour on April 19th. Students received an overview of the advising process from Leszek Cromwell, learned about opportunities on campus, and had a chance to participate in the Career and Networking Fair hosted by Workforce & Career Services.
- Running Start has 159 students on track to graduate at the end of Spring/Summer quarter
 - 12 of the 159 will be graduating with a degree other than AA-DTA

- The Testing Center is now a proctor for the Medical Assisting (MA) exam, allowing the center to test LCC MA students. This will create less of a barrier for students seeking to complete their MA degrees.
- Leszek Cromwell has hosted two pre-nursing advising sessions, serving 17 students so far.
- Shalaina Williams and Kristy Gutierrez have teamed up with staff on-campus to create informational videos for their Red Devil Welcome - the Canvas page and videos will assist students with the onboarding process.
- The Advising Center has partnered with Registration to help with student graduation audits, as the number of students applying for graduation is increasing for spring quarter.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Beginning in 2018-19, the financial aid office will implement Loan Debt letters, per Washington State law, which will alert the student to their loan balance and the amount of their potential payment. This letter is in addition to the loan letter we currently send per Department of Education rules, alerting them to when their next loan will be disbursed and how to cancel the loan.
- LCC's I-17 recertification to host international students was approved.

New Hires:

Maria Campos has been hired as a PT Allied Health assistant to help with the 500-/+ pre-nursing and nursing students seeking advising help.

Enrollment: Enrollment as of close of business 4-24-2018:

State FTE for spring quarter is 1966, compared to 1971 on the same date last year (-0.3%). As always, state FTE data comes from SR 2201.

Dates:

- May 1-Summer Registration begins
- May 25-Last day to withdraw from Spring and Veterans Priority for fall Registration begins
- May 29-Priority registration begins for fall
- May 14 Running Start Fall Priority registration-Current Student
- May 21 Running Start Fall Priority registration-New Students