

Minutes

Operations Council – August 13, 2018

Attending: Tamra Bell, Marie Boisvert, Paz Clearwater, Marisa Geier, Brendan Glaser, Wendy Hall, Melinda Harbaugh, Cliff Hicks, Sue Orchard, Sam Orth, Brandon Ray, Natalie Richie, Lupe Rodriguez, Nichole Seroshek, Janel Skreen, Stacey Sowders, Kendra Sprague, Dani Trimble, and recorder Linda Clark.

Vice President Brendan Glaser called the meeting to order. He explained that the first half hour of the meeting would be for “round table” discussions, followed by a substance abuse and awareness training.

1. ROUND TABLE DISCUSSION

Melinda Harbaugh

- This is the last week for the Art Gallery exhibition featuring photography from the Vietnam War.
- Upcoming art show opens on Sep. 18 and runs through October 11.

Marie Boisvert

- There will be 21 International students Fall quarter, but we’re still waiting on Visa decisions for 7 or 8.
- Looking for work opportunities for International students for 5 hours/per week.
- The Longview/Wako committee is looking for citizens to serve. Obligation is to help facilitate the exchanges and go on visits every other year.
- Atomi students will be here twice this year. The fall program runs the two weeks right before fall quarter starts.

Wendy Hall

- The 12th annual Summer Assessment was held, and this year’s focus was on numeracy. Results will be shared during In-Service week.
- The Year 7 accreditation report was mailed and received by evaluators.
- The catalog is done.

Janel Skreen

- Security is encouraging staff and students to wear their LCC ID badges on campus. Please encourage staff in your area to get, and wear, their photo ID badges. Photos and lanyards are available in the Bookstore. As we begin implementing access controls across campus, ID cards will be necessary to open doors.

Dani Trimble

- The Diversity and Equity Committee is working on a Strategic Plan, which should be ready to share in the early fall.

Stacey Sowders

- The new student ambassador program will start up in September. There will be many opportunities for collaboration on campus. Shain Wright and she will be sharing more information as it becomes available.

Kendra Sprague

- The LCC Facilities Use WAC went through major revisions, and the public hearing is scheduled for 8:30 on August 22nd. A section of this WAC deals with free speech activities and outlines hours and locations for such.
- The Foundation is once again participating in the Give More 24 campaign which will be held on September 20th. This year's campaign will benefit Athletic Scholarships.

Paz Clearwater

- The ASLCC is working to develop clear procedures for posting on college bulletin boards. Janel Skreen said that Security staff could help monitor postings for expiration dates.

Cliff Hicks

- LCC will be hosting a large event next Monday. Weyerhaeuser will be on campus with over 300 people. This event will require that the Student Center be shut down.
- The AWB will possibly be on campus later in the fall. If so, that event would also shut down the student center; however, food options will be available.

Natalie Richie

- Any questions regarding 25Live scheduling can be directed to either her or Cliff Hicks.
- The Fall In-Service week schedule will be shared soon. Speaking of such, campus will be closed on Monday, Sept. 10 from 8:30-1:00 for In-Service activities.

Tamra Bell

- The approval process for our BAS in education continues. She anticipates approval in October by the Commission. We are pushing for a fall 2019 start.

Brendan Glaser

- Guided Pathways: A speaker, Greg Hodges, has been secured for In-Service Week (Sept. 13). The event will be open to all faculty and staff. There will be a hosted lunch (RSVP needed).

2. MEETING TOPIC

Substance Abuse Awareness

Maile McCluskey, from our Employee Assistance Program, provided a supervisory training on substance abuse awareness.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

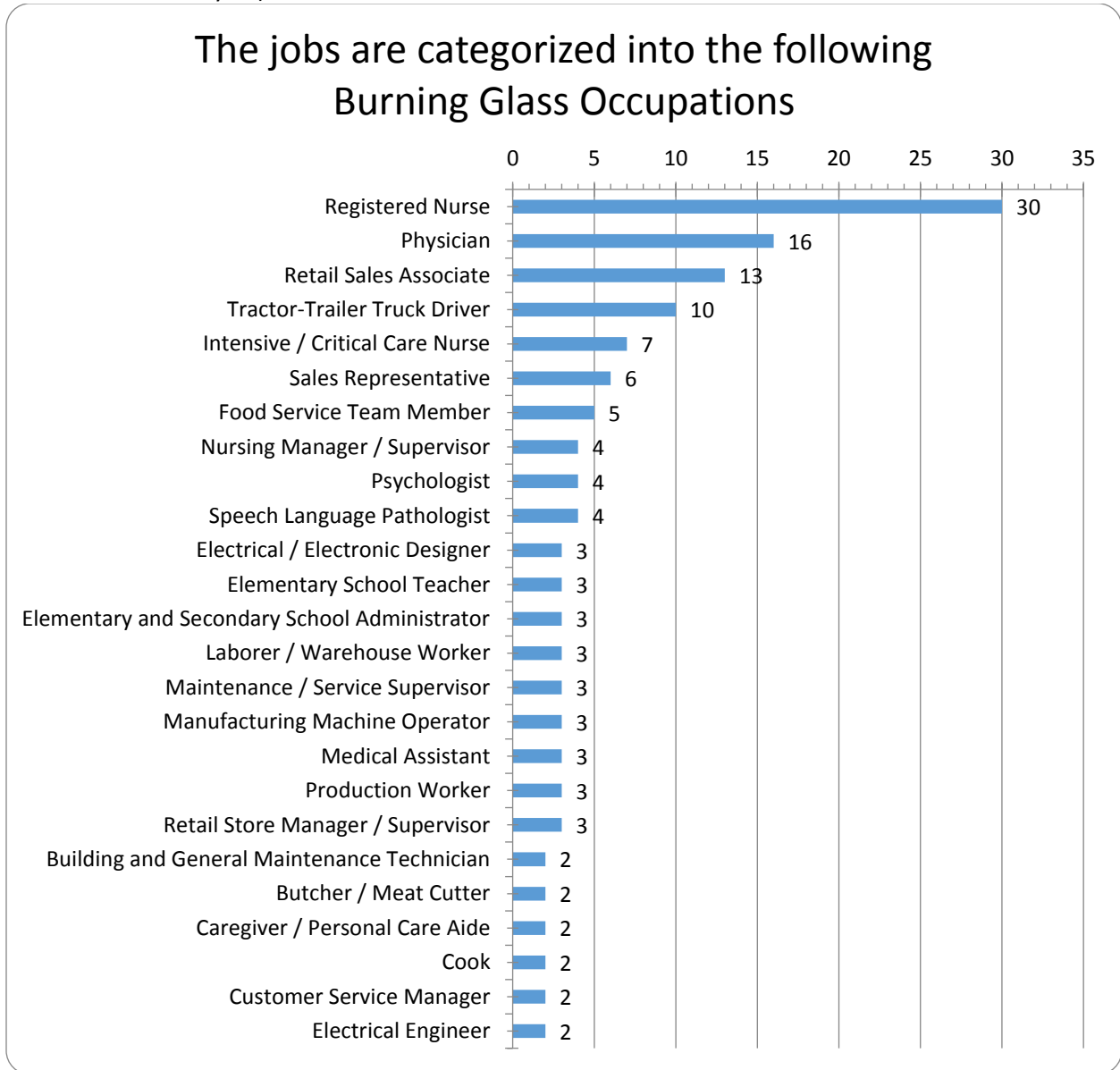
OPERATIONS COUNCIL REPORT – President’s Office

August 2018 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 June 4 – July 31):



CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Recent media coverage includes:

- [LCC 2018 alumnus of the year helped build major dams](#). Lou Mace, a former LCC track star who later helped engineer many dams on the Columbia and Snake Rivers, has been named the college's 2018 alumnus of the Year (TDN).
- [LCC needs hosts for visiting Japanese students](#). LCC is looking for families to host eight female Japanese exchange students from September 2 to 17. The students are visiting from Atomi University in Japan to take courses, visit the region and improve their English (TDN).
- [LCC to present photography](#). Lower Columbia College will present the photography of Charlie Haughey, show while serving in tour of duty in Vietnam (Wahkiakum County Eagle).

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Human Resources welcomed and oriented all new and part-time employees. HR has been very busy with recruitment this summer! Fun fact: we conducted a total of 33 interviews for full-time positions just in the month of July!

HR continues to work closely with IT and Payroll on implementation of TLR, the electronic time and leave reporting system that LCC is moving to.

Through the Red Devil Wellness program, the use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit. Because it is summer quarter and the hours are longer, we have the 7th Inning Stretch where many faculty and staff are meeting under the pavilion for a 2 pm daily stretch led by our own Danielle Casey or one of our Fitness Center staff. Additionally, the first two of the four part Life Balance Wellness series by a Kaiser Health Coach was offered this month. Both sessions were great and we look forward to the next two. Red Devil Wellness coordinated the Summer Quarter Cook off, which had a salad theme this quarter. There weren't as many dishes to taste, but they were all amazing and it was well-attended. Red Devil Wellness also offered the Summer Quarter Fun Run to encourage faculty and staff to get outside and enjoy the sunshine.

Accreditation - Preparation for our upcoming Year Seven Report and Visit, scheduled for October 17-19, 2018, continues. The [final Year Seven Report](#) has been posted to the [accreditation webpage](#). Remaining tasks include:

1. Finish gathering and organizing exhibits.
2. Schedule board, faculty and staff forums.
3. Send out press release regarding the visit.
4. Second reports and exhibits to evaluation team (when final roster is provided by NWCCU).

ctcLink news –

Clark College began deployment startup procedures at the end of June in preparation for go live as part of Deployment Group 2 (LCC is in Deployment Group 3). Common business process workshop continue as scheduled

Foundation

The Foundation has grown the Alumni Association to 484 members with 65 new members signing up in July.

We held the Foundation Board Retreat and Board Social on July 24th. Marv LeRoy, President of Institute of Philanthropic Excellence, facilitated the retreat and focused on mission driven fundraising and leveraging events. Thirty current and former board members attended the Board Social, which was held in the Rose Center's Art Gallery celebrating this past year's highlights.

Save-the-Date cards for the Horns & Halos Gala scheduled for September 22nd went out to over 233 invitees and their spouses. Invitations will go out in early August. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in June to thank them for their continued generosity.

Scholarship awarding for the 2018-19 academic year is nearly complete. Nearly \$400,000 in scholarship awards have been offered to students. Unaccepted scholarship awards have been re-offered to alternates in the second round. Students with offers will have until the first week of August to accept their awards.

The Foundation started working on the year-end closing process and getting ready for the 2017-2018 financial audit.

In June, we received nearly \$60,000 in gifts and pledges including Students in Need contributions from TDN totaling \$40,883 and a gift from John Moffitt Foundation of \$4,440 for annual scholarships.

New Hires/New Assignments

07/01/18 Angel Ruvalcaba	Placement & Intake Manager
07/01/18 Katie Sully	Assistant Director of WorkForce Services
07/02/18 Kara McElroy	Research Analyst 4
07/16/18 Alyssa Mayclin	Finance Assistant
07/30/18 Maryanne Hirning	Library Circulation Services Manager

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

AUGUST 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 III: STUDENT ACCESS, SUPPORT AND COMPLETION

Information Technology Services

- IT Services assisted with the installation of wireless microscopes in the Health and Science Building.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Information Technology Services

- IT Services installed a server for managing access control around campus.

Safety & Security

- The hardware for the new access control system has been installed in HSB and GYM. We are working out a few bugs with the software but we're hoping to be completely up and running before the end of August.
- The transition to a new digital radio system for campus security personnel is complete and all of the separate departments utilizing the system now have their own channels which has improved efficiency in communications.
- Security has completed the first draft of LCC's new Trespassed Person's procedure, along with modifications to our current form. These updates have been sent to the Department of Education for final approval.
- EHS shipped out all inventoried dangerous waste on 07/26/18.
- Janel Skreen and Nolan Wheeler attended a two day HSEEP training to learn how to better design emergency exercises.
- Work continues on planning for the reunification drill scheduled for August 29th.

Athletics

- July has been a busy month for LCC coaches recruiting future student/athletes. All six of the head coaches and assistants have attended major summer tournaments and showcases in search of student/athletes for the 2019/2020 school year.
- Preparations are underway for the LCC hosting the Babe Ruth World Series August 9-16. Eight

teams from across the United State will be on campus joining the co-host teams from Longview-Kelso. This will be a great opportunity to showcase our campus nationally.

- Gymnasium floor refinishing will be conducted on July 27-31.
- The Give More 24 event has been scheduled for Thursday September 20th. The LCC Foundation will be coordinating and working together with Athletics to try and reach a goal of \$20,000 for student/athlete scholarships.
- Fall sports practices begin in the first week of August.

Finance

- Alyssa Mayclin started a new role in Finance 7/16, as a Finance Assistant! We are in the process of hiring a new cashier.
- Payroll hired a new PTH Payroll Assistant, Krista Layton.
- The Finance office processed Summer Financial Aid checks
- June month end close, and 13th month closed with no issues.
- Tanya attended an Unclaimed Property workshop 7/25.

Campus Services

Maintenance

- Travis continues to work on the apartments and is making quick work of the renovations. The toilet in Unit 12 at Olympic Court was leaking into the unit below. Thankfully, the unit below is not currently occupied and Travis is working on finding a timely solution to the issue.
- Campus Services staff have begun re-stripping the parking lots. This is done annually in the summer as the weather is more likely to cooperate. We expect all lots to be completed before Fall Quarter begins.

Grounds

- Grounds is pleased to welcome two international students to the team. They were hired on as Student Help in coordination with the International Program and they have already proven to be a great help!
- David Moenck is conducting an audit of the irrigation system. Please note that sprinklers may go off at different or odd times, but will quickly be turned off.

Custodial

- Custodial is holding interviews at the beginning of August for a new full-time Custodian 1 to replace Linda McKeon. We hope to hire someone quickly as the team is short-handed without her.

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!
- Access control will soon be online for HSB and the Fitness Center. Emileigh Briones is set to manage the program on the Campus Services side of things – this will include entering people who have requested and been approved access to these facilities into the system, coding and testing the card, and then issuing the card to the individual. This project is still in the very early stages and we hope to have a more detailed update next month.

Print Shop/Central Services

- We are just about ready to go live with our new Public Surplus website. Keep an eye out for an e-mail from Minel about the launch and directions on how to make an account. This system will allow both internal departments and the wider community to see what is available in surplus

storage online. It will be a much more efficient and user friendly way to manage surplus materials and we expect a significant increase in revenue.

Capital Projects

Main Remodel Project

Bids were opened for Phase 2 of the Main Project and the low bidder was JH Kelly at \$2.26MM. We are excited to work again with JH Kelly and expect the final phase of this project to go much smoother than the prior phases. We are still estimating 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 HeadStart/ECEAP Program. We finally received permission from Region X and have placed the order for the modular building. Once drawings are provided for the modular building, we will work with DES to put the groundwork and utilities infrastructure out to bid.



Operations Council Report

Instruction Division – August 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
Dani Trimble, Director of Workforce Programs and Career Services
Lynell Amundson, Manager of Continuing Education

CORE THEME I: WORKFORCE & ECONOMIC DEVELOPMENT

- Corporate & Continuing Education has developed a corporate certificate for NW Motor Service that provides industrial skills training (electrical, mechanical, quality and process control) for employees. Classes are scheduled to begin this fall. Other CCE activities include contract training in Excel for 30 Wilcox and Flegel employees scheduled to begin early August; four individuals successfully completing and obtaining their Class A Commercial Driver's License (CDL), three completing Class B CDL early July, and four currently in the Class A driving portion of the training; and nine individuals from Wahkiakum County, City of Longview, and City of Woodland completed Department of Transportation Traffic Flagger Certification July 12th.
- Washington Public School Classified Employees Joint Apprenticeship and Training Committee (JATC) at its July 16/17 meeting adopted LCC's Community, Health and Wellness Advocate Certificate Program for the Related Supplemental Instruction (RSI) element of its School Health Technician Apprenticeship Program. The CHWA will provide a portion of the 144 RSI hours required each year for active apprentices.

CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- Six faculty and four staff members of the Transitional Studies team travelled to Kennewick, Washington, July 23-25, for Basic Education for Adults' biennial Rendezvous Conference. This year's theme was "Guided Pathways: Designing for Equity". Participants benefited from targeted strands, concurrent sessions, the opportunity to collaborate with one another and network with colleagues from colleges and community based organizations around the state. Using diversity, equity, and inclusion as a framework, the team learned to create instructional and administrative pathways enabling all students to reach their goals and transition to college or career.

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- Final numbers for spring 2018 indicate that 134 students received twice the support and instruction, with good results, by taking advantage of the Integrated Basic Education and Skills Training (I-BEST) program. Up from the 124 students enrolled in spring of 2017, 73 of the 134 students, or 54.5 percent, earned Honors level GPA's of 3.25 or higher and 23 students, or 17 percent, earned certificates or AAS degrees.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- The 25Live system logged 4,917 requests during the 2017-2018 academic year, 2,277 were for academic course scheduling, and the other 2,640 being non-academic scheduling. 25Live is used widely across campus by Safety & Security to coordinate security efforts on campus, Effectiveness & College Relations to post to the online web-calendar, and many others to streamline course scheduling efforts. A new system update will be released later this year which is being praised for its accessibility. This will be the 3rd academic year of using the system. LCC was one of the first SBCTC schools to implement 25Live when we were initially scheduled to be in the first WAVEs for CTCLink. 33 of the 34 will be up and running with the system by the end of this academic year.
- 371 students earned a 3.25 - 3.75 grade point average and received notification of making the spring 2018 Dean's List.

TOPICS OF INTEREST

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Upcoming Events

- **Aug 1-23**, 9am, Bus & Tech. Club Info/Recruiting, Student Center 101 - Student Center Lobby
- **Aug 1-15**, 10am, Charlie Haughey "A Weather Walked In" Vietnam War photography exhibit, Rose Center for the Arts 110 - Gallery
- **Aug 1**, 3pm, Which Degree is Right for Me? Admissions Building 120 - Career Center Lab
- **Aug 1-29**, 4pm, Spin/Indoor Cycling with Jodi, Gymnasium Building 210 - Dance Studio
- **Aug 2**, 1pm, Give Credit to your Credit Score, Admissions Building 120 - Career Center Lab
- **Aug 6**, 1pm, Be Your Own Best Advocate, Admissions Building 120 - Career Center Lab
- **Aug 7**, 11am, Ethics in the Workplace, Admissions Building 120 - Career Center Lab
- **Aug 7**, 2pm, Life/Wellness Balance Seminar Series, Health & Science Building 123
- **Aug 8**, 3pm, Volunteer! Admissions Building 120 - Career Center Lab
- **Aug 9**, 1pm, Future Career Trends, Admissions Building 120 - Career Center Lab
- **Aug 13**, 1pm, Listening Skills, Admissions Building 120 - Career Center Lab
- **Aug 13**, 2pm, Substance Abuse Prevention Supervisors
- **Aug 13-16**, 3pm, Celebrity Readers (Early Learning Center)
- **Aug 14**, 1pm, Emotional Intelligence, Admissions Building 120 - Career Center Lab
- **Aug 15**, 3pm, Time Management, Admissions Building 120 - Career Center Lab
- **Aug 16**, 1pm, Portfolio Power, Admissions Building 120 - Career Center Lab
- **Aug 22**, 8:30am, Board of Trustees Workshop, Administration Building 100 - Heritage Room
- **Aug 23**, 2pm, Summer 2018 RN Pinning Ceremony, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium

AUXILIARY PROGRAM

Head Start

Children continue to enroll largely in thanks to the streamlined online application, as well as summer recruiting/promotion events. Head Start hopes to achieve full enrollment by the first and second weeks of September when classes begin. Staff will be returning August 6th to conduct home visits and attend trainings, with the all staff kick off scheduled for August 28th in the Rose Center.

With the loss of the Catlin and Wallace sites, classrooms have been moved to new existing locations. Catlin has been moved to LCC West, and Wallace to Barnes. All classrooms will have maximum capacity until the new building is completed at Barnes to relieve some much needed space. Head Start will be seeking additional facility grants to apply for to assist in meeting the extension and duration requirement by 2021, which is for all Head Start classrooms to be converted to 6 hour/day classrooms.

ECEAP has been extremely busy this summer updating policies and procedures to finalize alignment with Head Start and the brand new ECEAP performance standards. The new ECEAP standards were released in May and went into effect July 1, 2018.

OPERATIONS COUNCIL REPORT – Student Services

August 2018

- Dani Trimble, Workforce & Career Services
 - Nichole Seroshek, Registration
 - Stacey Sowders, Outreach and Enrollment
 - Shain Wright, Retention
 - Marisa Geier, Financial Aid
 - Paz Clearwater, Student Activities
 - Lupe Rodriguez, Running Start
 - Marie Boisvert, International Programs
 - Mary Kate Morgan, Disability Support Services
 - Jodi Reid, TRiO Programs
 - Jennifer Houge, Counseling Services
 - Shalaina Williams, Advising and Testing
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CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Workforce and Career Services staff hosted an employer presentation on the new Fair Chance Act legislation regarding hiring individuals with criminal backgrounds. In collaboration with LCC, representatives from WorkSource and the Department of Vocational Rehabilitation presented information on resources for seven employers in our community.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- The Department of Education (DOE) has announced another year-long postponement of gainful employment disclosure requirements. The DOE initially set a requirement that institutions would be responsible for providing Gainful Employment data disclosures to all prospective students who select a qualifying GE program of study, effective July 1, 2017. July 1, 2019 is the next timeline for implementing student disclosure notifications. The DOE announced it is continuing to review GE rules and evaluate the efficacy of these disclosures to students.
- The Registration office developed a new transcript evaluation form that is completed and submitted online. The new form meets the new accessibility requirements and is more student friendly-students will no longer need to scan and email or fax the form. The Registration office has paper forms available for students who would like to submit in person.
- In collaboration with the Early Learning Center, Workforce & Career Services applied for a Federal Department of Education grant to expand access and affordability to on-campus childcare. The Child Care Access Means Parents in School program (CCAMPIS) is designed to serve low-income student parents, and if received, will provide subsidies and a reduced rate for child care fees. The goals of the grant are to increase college retention and completion rates and reduce equity gaps for low income student parents.
- Retention collaborated with Registration to identify and contact all current students who are eligible for grade replacement, offering the opportunity to submit a grade replacement form and increase their cumulative GPA.
- Retention collaborated with Registration to identify and contact all students who withdrew from classes Summer 2018 and offer resources and support to return to LCC in the Fall.
- Approximately 50 students were reported for the first round of Academic Early Alerts. Students were emailed and called to connect with resources.

- Outreach, Retention, Student Activities, and the Tutoring Center collaborated to plan joint student leadership training for Ambassadors, Tutors, and Student Government.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

New Hires

Marci Stutsman has been selected to serve as the Resource Navigator through AmeriCorps for the 2018-19 year. This position will assist students with resources both on and off campus, and will also staff the Food For Thought food pantry.

Dates:

August 6-Admission application deadline for fall quarter degree and certificate seeking students

August 21-23-Summer quarter final exams (finals given the last day class meets for the term)

August 27-Summer grades are due by 2:00PM

August 28-Summer grades available online