

NO MEETING HELD.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

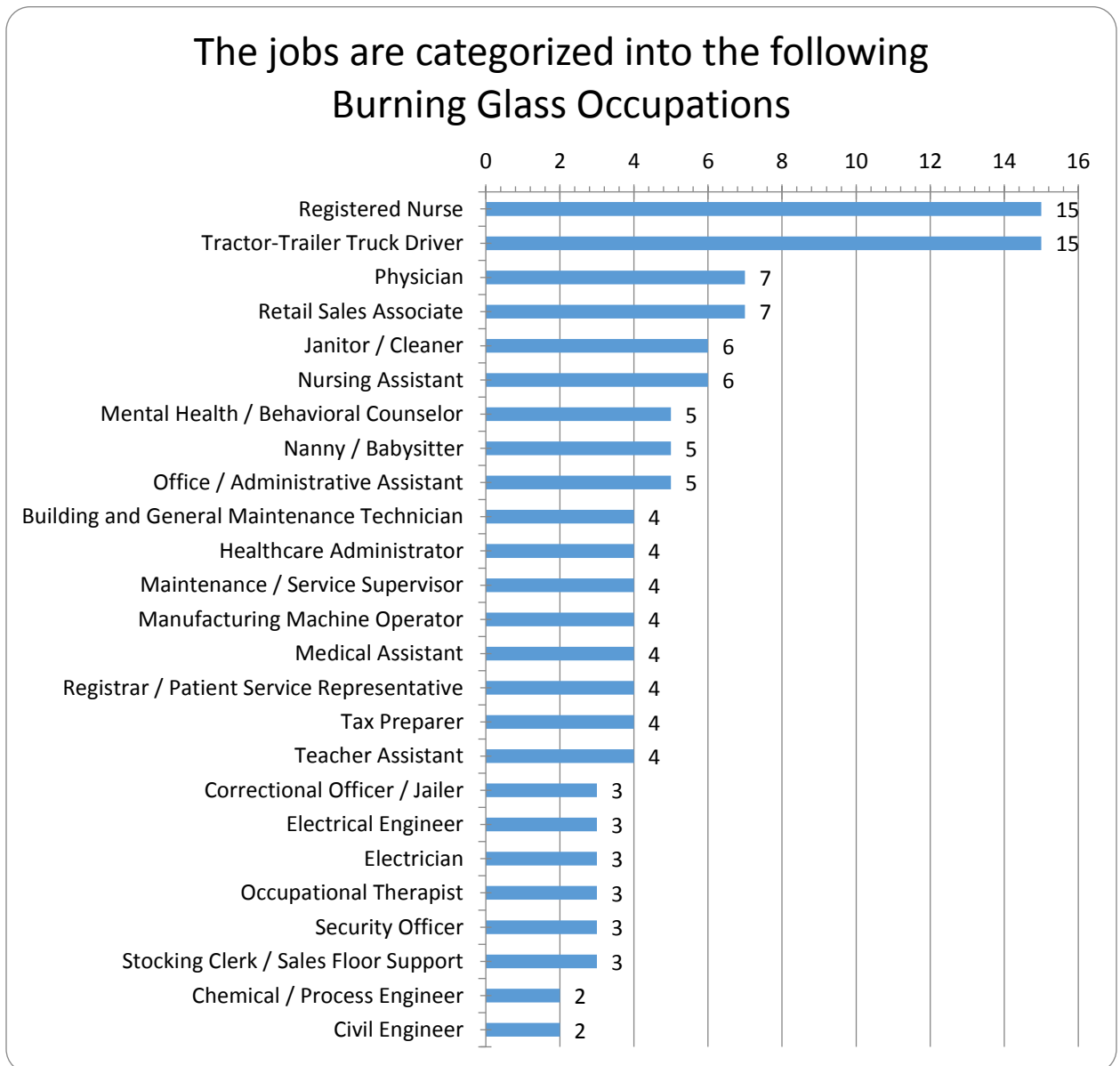
OPERATIONS COUNCIL REPORT – President’s Office

September 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 for August 7 – September 5, 2018):



CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Recent media coverage includes:

- [Longview woman still exercising at 100](#). The day after her 100th birthday, Elsie Peters lifted weights. They were only two pounds, but the activity, part of a bi-weekly exercise class in Longview (offered through Lower Columbia College), is more than many her age accomplish (The Daily News).
- [LCC acts to limit time, location of rallies and demonstrations](#). Lower Columbia College has designed an area on campus for political demonstrations and other ‘expressive speech’ (The Daily News).

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Accreditation - Accreditation update: 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 printing and organizing exhibits.
2. Send out press release regarding the visit.
3. Schedule interviews as requested by evaluators.
4. Coordinate transportation needs of evaluators.

ctcLink news

- LCC submitted the following draft plans required by the state project team:
 - ctcLink Project Organizational Change Management Plan
 - ctcLink Project Communications Plan
 - ctcLink Project Training Plan
 - ctcLink Project Charter
- The following draft plans will be submitted by September 7:
 - ctcLink Project Risk Management Plan
 - ctcLink Project Data Cleansing Plan
 - ctcLink Project Baseline Schedule

Foundation

- The Foundation is participating in the Community Foundation of SW Washington’s Give More 24! event on Thursday, September 20th in support of LCC Athletic Scholarships. This year’s goal is to raise \$20,000 in 24 hours through matching gifts and online donations powered through social media outlets such as Facebook and Twitter. The Athletic and Foundation offices will be hosting a table at the Back to School Bash from 11-2 p.m. for students and staff members who would like to participate.
- The Foundation has grown the Alumni Association to 508 members with 25 new members signing up in August. Foundation hosted a table at the LCC women’s’ Volleyball alumni game and gave away raffle prizes at half time.
- Foundation staff continues to prepare for the Horns & Halos Gala in September. Invitations went out to over 200 individuals and spouses. We are beginning to receive RSVP’s in the mail. Many of the event details are falling into place nicely including theme, food choices and program.
- As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in July to thank them for their continued generosity. Scholarship awarding for the 2018-19 academic year is complete. Nearly \$400,000 in scholarship awards have been awarded to students.
- The Foundation is working with the Auditor on the 2017-2018 financial audit.
- In August, we received \$418,000 in gifts and pledges including a \$200,000 gift from Joe Fischer to establish an endowment for the art scholarships. Joe also pledged to give another \$200,000 next year for business scholarships. Lastly, we received a \$10,000 gift from John & Cathy Natt for an unrestricted endowment in their names.

Human Resources

- Human Resources welcomed and oriented all new and part-time employees. HR is working on revamping our new hire orientations to be (mostly) paperless! We hope to go live with our new orientation process early fall quarter!
- HR held their annual retreat this month. We have an ambitious list of initiatives for the 18-19 year and look forward to continuing to improve so we can better support faculty and staff at LCC.
- 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.

Wellness

- 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's 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 second two of the four part Life Balance Wellness series by a Kaiser Health Coach was offered this month. All sessions were great and we hope to bring the speaker back to campus.

New Hires/New Assignments

08/01/18	Kari Johnson	Director of ELC
08/01/18	Justin Ford	Sports Information Consultant / Athletic Bus Driver
08/01/18	Amy Anderson	Assistant Teacher (ELC)
08/01/18	Savannah Sully	Assistant Teacher (ELC)
08/01/18	Kristina Harris	Assistant Teacher (ELC)
08/01/18	Traci Fuller	Head Softball Coach/Student Athlete Advisor
08/13/18	Serena Lampkin	Program Coordinator (Registration)
08/15/18	Melissa Hislop	Assistant Teacher (Head Start)
08/15/18	Michael Totten	Lead Teacher (Head Start)

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

September 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 emergency notification clocks and speakers at the Longview City Library to help assist students and the community in the event of an emergency.
- IT Services upgraded telephone functions to incorporate new features of the emergency notification system.
- IT Services configured and troubleshooted a new access control server.
- IT Services assisted with the remodel of the Career Center and Veteran's Center.
- IT Services troubleshooted and improved upon the statewide Time and Leave Reporting system.
- IT Services began working on data collection processes for the EAB Navigate project

Safety & Security

- Implementation of the new access control system continues in the Gym and HSB.
- In conjunction with multiple departments across campus, and special thanks to Trinity Lutheran Church, LCC's first re-unification drill was completed in late August. An after-action report will be generated with a list of improvements needed.
- Janel Skreen, Jason Arrowsmith and Brandon Ray provided a strategic planning workshop for the Administrative Services Team.
- Security is still fielding applications for open PTH positions.
- All of the air quality engineering controls have been installed in the ceramics lab and are in use. SOPs have been provided for each piece of equipment and the faculty have received training.
- LCC has offered to host an All Hazards Preparedness Training for Higher Ed. sometime next year.

Athletics

- The Lower Columbia Volleyball and women's soccer teams began practices in the first week of

August and the season is underway. The soccer team's first match was cancelled due to poor air quality in Tukwila.

- Traci Fuller begins work as Student/Athlete Advisor and she will specialize in scheduling, tracking and advising of LCC student/athletes.
- Justin Ford was hired as the Sports Information Director and will begin handling the website, streaming video and publications that promote our athletes, teams and college.
- Story Field was the site of the Babe Ruth World Series in August. Players and fans from across the country remarked what a beautiful field and campus we have. The Longview World Committee will be making a \$5,000 donation towards Story Field improvements.

Finance

- The Library is now accepting credit card payments! Annual disclosures were submitted to SBCTC.
- We have a state auditor on campus for the state CAFR audit (for approx 2 weeks).

Enterprise Services

Bookstore

In the bookstore, we just past \$1.5 million in student savings thanks to the OER initiative. Thank you to all of the faculty members who have made the switch over to free or low cost textbooks, as well as Dan and Minel from Campus Services and Andrea and her team over in the library. LCC students are saving an average of \$75 per quarter thanks to everyone's hard work on this.

Fitness Center

The fitness center's staff and faculty memberships are at an all-time high. Jarad and his team are doing a great job at recruiting new folks and the rock wall is getting more use than it ever has and is bringing in a lot of off-campus business as well.

Food Services

Food Services made a profit for the first time in over 20 years. Melissa and her staff have been very open to new ideas and changes and I look forward to working with them to add healthier items to the menu.

Campus Services

Student Center Flooring Replacement

We are tentatively planning on replacing the entire flooring system on the 1st floor of the Student Center during Christmas break. This is a short window to complete the project and it may entail closing certain areas to accommodate the contractor's schedule. We are in the early stages of this project and will have more details as time progresses.

Surplus

We are officially ready to go live with our new Public Surplus website. Keep an eye out for an e-mail 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 LCC's surplus materials.

Capital Projects

Main Remodel Project

We are excited to announce that J H Kelly was the successful bidder and the final phase of this project is underway with a tentative completion date of September 2019. The scope of work includes new drywall, plaster, a suspended ceiling, a new stair case, precast treads, HVAC, electrical, painting, elevator commissioning, interior finishes, access controls, upgrades to the existing roof top unit, and a complete upgrade to the building's fire alarm system.

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 – September 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

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CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- The Tutoring Center is partnering with pre-college English faculty by providing tutors in the classroom once a week for English 98/99 students.
- The last few items funded by the EDA grant arrived over the summer. Collectively, these will increase opportunities for student research in both the physical and life sciences.
- Starting in fall, Integrated Basic Education and Skills Training (I-BEST) will offer academic support to the new Foundational Skills for the Trades (Manufacturing 100) course each quarter. Through a unique team-taught arrangement, instructors will use their expertise to ease the transition for students progressing from Basic Education for Adults to college level studies in the manufacturing trades.
- Nine students will be graduating from Transitional Studies' High School 21+ program this summer.
- Using accessibility guidelines and accessible design principles, the Transitional Studies department is in the process of updating all print media, forms, schedules and fliers that have been created at LCC.
- Motivated by limited summer enrollments, International English as a Second Language (IESL) and English as a Second Language (ESL) classes met together during the morning sessions this summer. Thanks to another successful collaboration between departments, and the expertise of instructor Frances Hearn, international students were welcomed into a diverse and rich English language acquisition environment. ESL students, many of whom have lived in the local area for years, provided a supportive and well-informed cohort for some of LCC's newest non-native English speakers.

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- The Tutoring Center provides LCC students with access to CRLA trained and certified tutors 6 days a week: 11 hours per day Monday - Friday and 4 hours on Saturdays.
- The Tutoring Center will implement a new program Fall Quarter entitled, "Battle Buddies to Study Buddies." This innovative, weekly study group will be facilitated by a tutor who is a military veteran and will provide supplemental instructional support in the Veteran's Center.

- The Tutoring Center Coordinator is partnering with International Programs to build a support program for incoming International Students that will pair new students with a tutor who will help navigate their studies at LCC.
- The Tutoring Center is partnering with LCC's student government and student ambassadors to create a cohort of "student leaders" that include the tutors. This pilot program will create a community network of students who are connected around the campus, helping struggling students engage with school resources and activities. The implementation of this program should positively affect student retention rates.
- The Tutoring Center is scheduling regular trainings throughout the quarter with Career Services for tutors to learn about various topics including: social emotional awareness, portfolio building, listening skills, diversity and equity, and more.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Librarians Lindsay Keevy and Andrea Gillaspy-Steinhilper have completed their report for ACRL's Assessment in Action mini grant, evaluating student success in courses with vs. without library workshops. Lindsay and Andrea collaborated with three faculty members to conduct this study in their classes during the spring 2018 quarter. Preliminary findings indicate that the first time students receive library instruction, their grades are 10% higher than if they had no library instruction.
- Andrea Gillaspy-Steinhilper has been participating, with 15 other CTC librarians across Washington, in a review of 200 free, open databases for research and library resources. The analysis of results and our selection of the best 20 for LCC will be coming shortly.

TOPICS OF INTEREST

- N/A

Upcoming Events

- **Sep 5, 6**, 8am, Running Start Parent Orientation, Student Center 216 - ASLCC Clubs & Org Room
- **Sep 11**, 8am Running Start New Student Orientation, Physical Science Building 102
- **Sep 12**, 4pm, Spin/Indoor Cycling with Jodi, Gymnasium Building 210 - Dance Studio
- **Sep 15**, 9am, 14th Annual Cowlitz Tribal Health Walk
- **Sep 17-18**, 7:30am, Fall Welcome, Student Center 101 - Student Center Lobby, Student Center Outdoor Pavilion, Student Center Outdoor Quad
- **Sep 20**, 6pm, Showing: The Raising of America, Health & Science Building 101 - Laufman Lecture Hall
- **Sep 25**, 12pm, Diversity & Equity Center Open House, Student Center 201 - Diversity & Equity Room
- **Sep 25**, 6pm, Voter Registration & Awareness Event, Health & Science Building 101 - Laufman Lecture Hall
- **Sep 26**, 10am, Veteran Orientation Briefing, Health & Science Building 107
- **Sep 27**, 9am, Safe Zone Training, Student Center 216 - ASLCC Clubs & Org Room

AUXILIARY PROGRAM

Head Start

N/A

OPERATIONS COUNCIL REPORT – Student Services

September 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

- During the break between summer and fall quarters, 5 students participated in a service learning project to fulfill participation requirements for WorkFirst. The students spent time on clean up and other projects in the South Kelso neighborhood.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Advising hosted 5 New Student Orientations during the month of August. TRiO, Workfirst, Opportunity Grant, Transitional Studies, BFET advisors, and Registration staff participated with advising help.
- The Advising department saw students for fall registration. 72 phone and in-person appointments were scheduled during the month of August for the 3 entry advisors and the pre-nursing advisor.
- TRiO took 8 students to visit City University for a campus tour and admissions presentation.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Disability Support Services observed a 9% increase in students using accommodations summer quarter 2018 compared to summer quarter 2017.
- Workforce & Career Services and Transitional Studies represented LCC at Woodland Public Schools' Back to School Bash on August 18th. Approximately 2,000 students, parents, guardians and community members from Woodland, La Center and Kalama School Districts attended the event.
- Outreach & Enrollment collaborated with Advising to hold two trial Parent & Guest Orientations in tandem with New Student Orientation, with the goal of providing information about campus resources and services so they can support their student as they transition to college. Five guests attended the first session on August 6th; the second session is scheduled for August 29th.
- Outreach & Enrollment conducted tours for four prospective students.
- Outreach & Enrollment, Advising & Testing, Retention, Workforce & Career Services, and BeDA called, texted and emailed 950+ students with reminders about Fall registration.
- Retention, Advising and Testing, Transitional Studies, Career Services, TRiO, and Workforce began trainings to be 'Coaches' for students considered 'high risk' as indicated by the College Student Inventory (CSI).

- Retention, Workforce Services, TRiO, and Running Start called over 120 students due to Academic Early Alerts. Of the 120 students, 30 also received text messages with information about supports and registration deadlines.
- Retention sent out congratulatory emails to 35 students marked as 'Exceptional' by their faculty members. An additional 29 students received congratulatory post cards for completing the quarter with a 2.0 after an academic alert was raised earlier in the quarter.
- Outreach and Retention collaborated with ASLCC, International Student Programs, and Tutoring to plan student leadership training. The first cohort of Student Ambassadors will start the first week of September.
- Retention and Advising and Testing collaborated to update sections of the Canvas course for students on Academic Warning and Probation (PASS-- Positive Academic Student Success). After piloting the expansion to warning students last Fall and Winter, we are seeing positive feedback from students and more engagement from warning students than what is traditionally seen for probation students.
- Retention worked with Registration to identify all students who withdrew from courses independently in the first two weeks of classes to contact and provide support for returning in the Fall. Nearly 200 students were contacted.
- LCC held an EAB on-campus kick-off event for faculty & staff. Breakout sessions included an overview of the Navigate platform, a mapping of our onboarding processes, a review of our advising processes, and an introduction to the Engagement team structure.
- Running Start is currently accepting applications for Fall Quarter and has 460 students enrolled to start Fall 2018.
- Running Start will be holding their New Student Orientation in September with Parent Orientation-Sept. 5th,6th and 7th and the Student Orientation Sept 11th and 12th.
 - Leszek Cromwell from Advising and Mavourneen Rister from Instruction will present the instructor portion to students explaining the difference of high school and college.
 - CANVAS training and campus tour for students (collaborating with other student services departments)
- International programs is preparing to welcome 8 new international students to LCC this Fall. This brings the total international student enrollment to 24 which is tied with the largest number of enrolled international students that LCC has ever had. This is also after a Spring/Summer when 8 international students graduated (the largest ever).
- International programs has 12 admitted students for winter quarter.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Workforce & Career Services staff helped to provide professional development for Head Start employees during their in-service training. Staff presented break-out sessions focused on serving under resourced families using the Bridges Out of Poverty framework. Additional information regarding resources available to Head Start parents such as the food pantry and workforce services was provided and areas for continued collaboration were discussed.
- TRiO students raised over \$2,000 in three fundraising projects for their trip to Houston to rebuild homes damaged by Hurricane Harvey.

New Hires

Marci Stutsman will start as a student Resource Navigator through AmeriCorps on September 10th. This role will help refer students to resources on and off campus, staff the food pantry, and help students navigate college processes. Marci's role will be located in Workforce & Career Services.

Dates:

September 7-Last day to be added to a class waitlist
September 11-Tuition due for fall classes
September 12 - 15: International New Student Orientation
September 17-Classes begin
September 19-Add/drop period (online registration) ends
September 20-Instructor permission required to enroll in a class
September 21-100% refund cutoff
September 28-Last day to withdraw and avoid a "W" on transcript