

LOWER COLUMBIA COLLEGE
OPERATIONS COUNCIL
November 19, 2018

AGENDA

1. UPDATE ON GOALS
 - I – WORKFORCE and ECONOMIC DEVELOPMENT
 - II – TRANSFER and ACADEMIC PREPARATION
 - III – STUDENT ACCESS, SUPPORT and COMPLETION
 - IV – INSTITUTIONAL EXCELLENCE
2. MEETING TOPICS
 - ctLink Update – Eli Hayes
3. UPCOMING AND/OR RECURRING TOPICS
4. ROUND TABLE DISCUSSION (IF TIME ALLOWS)

Membership:

CANCELLED

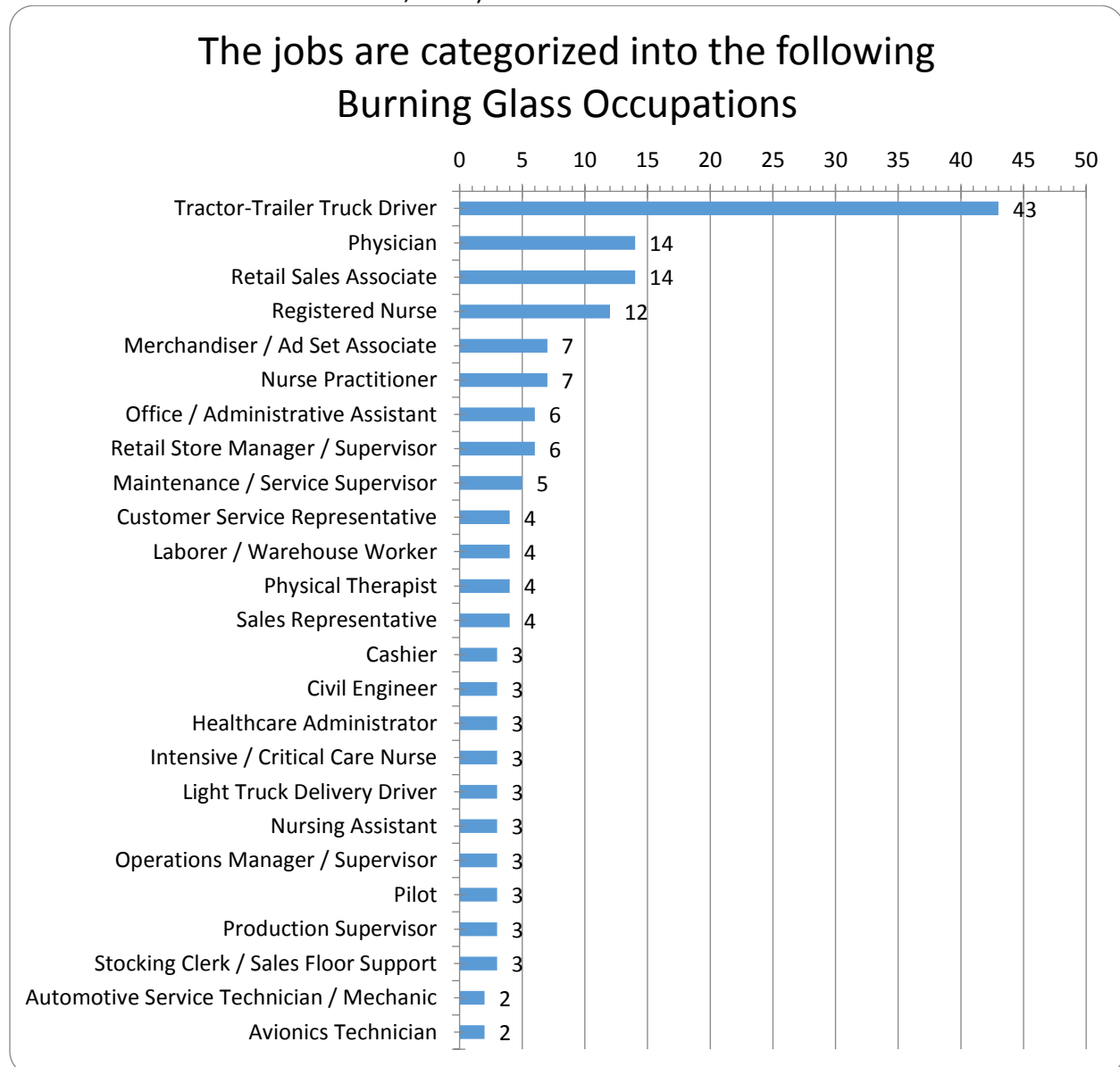
OPERATIONS COUNCIL REPORT – President’s Office

November 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 October 7 – November 5, 2018):



Corporate Training and Early Childhood Education partnered to develop and implement Paraeducator and Special Education training to Longview Public School employees in accordance with new certification required by the Professional Educator Standards Board. At the end of the pilot project, 34 participants will have earned 30 hours of training each. This

training is provided in a hybrid model with 75% of the work being completed online and the other 25% finishing with in-person group activities.

The CDL program continues to fill each of the two training sessions per quarter. To date, the program has successfully trained 36 local residents in Class A CDL. Another six have successfully gained their CDL Class B with passenger endorsements.

Corporate & Continuing Education has secured a \$37,000 grant with Workforce Southwest Washington to deliver career guidance and professional training activities to 30 LCC students enrolled in prof/tech programs. This is the 3rd year that LCC has run the Career Success Program for students enrolled in the Opportunity Grant Program. Students will receive one-on-one career and educational support counseling, network with business leaders in the region, practice job seeking skills like mock interviews and resume writing.

A \$50,000 grant has been secured to update modality of multiple courses at LCC to support the Required Supplemental Instruction (RSI) for the 5 state registered apprenticeships serving paraeducators, instructional technicians, health technicians, mental health care coordinators, and mental health counselors that LCC currently has with local partners.

A Career Connected Learning grant through WSW has been secured to support and expand tours and career learning activities for professional-technical students over the 2018-19 school year. This money will be allocated in December 2018.

In partnership with LCC Machining instructors, an internal apprenticeship program has been developed with USNR in Woodland. This project is a two-year apprenticeship serving 15 students the first year, potentially doubling that number the second year.

Mental Health First Aid continues to be delivered by LCC MHFA Instructors around the State. In the past 4 months the LCC team has delivered 13 trainings serving more than 260 participants. This program is needed to help reduce the stigma and treatment gap found in those struggling with mental health challenges and crisis.

CTE Dual Credit program continues to expand offering of dual credit in regional school districts. Our Coordinator has visited 8 high schools so far this year and is offering more than 24 articulations to area high school students. The CTE Dual credit program serves high school students who get a B or better in their CTE course by awarding college credit for that work allowing students to make a seamless transition from high school to LCC prof/tech programs.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

Recent media coverage includes:

[Patriot Prayer pro-gun rally at LCC peaceful despite tense moments.](#) Patriot Prayer's rally went peacefully despite some tense verbal exchanges between the group, a single counter demonstrator and several onlookers ([The Daily News](#)).

[LCC Speech & Debate takes top CC honors at tournament.](#) The Fighting Smelt earned first place in community college sweepstakes at the Boxer Rebellion speech and debate tournament hosted by Pacific University ([The Wahkiakum County Eagle](#)).

[Political protest group plans pro-gun rally at Lower Columbia College. A Vancouver-based political protest group will host a rally Friday morning at LCC to oppose Washington's latest attempt to tighten up gun laws](#) ([The Daily News](#)).

[Lower Columbia College Foundation Expands Scholarship Openings.](#) The Lower Columbia College Foundation distributed a historic amount of scholarship money this year, more than \$400,000 ([The Daily News](#)).

[LCC debate team takes second at Steve Hunt Classic. Speech & Debate Team take second in 2-year college sweepstakes at Lewis & Clark College tournament \(The Daily News\).](#)

[Not Just for Science: New LCC Microscope Benefits Many Disciplines.](#) LCC's new Phenom XL scanning electron microscope will magnify career and study opportunities for many LCC students – including those in art and trades (The Daily News).

[PUD spokeswoman appointed to LCC Board of Trustees.](#) Alice Dietz, perhaps best known for her work with Cowlitz PUD, returns to LCC this October as the newest member of the college's board of trustees (The Daily News).

[Federal grant helps LCC discount on-campus childcare cost.](#) A grant from the U.S. Department of Education will enable LCC to help many low-income students access reliable childcare (The Daily News).

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Accreditation - The Year Seven Accreditation visit occurred on October 17-19. The visiting team shared commendations and recommendations, which will be finalized when the NWCCU board convenes in January 2019.

Commendations:

1. The Commission commends Lower Columbia College's faculty, staff, and administration for the remarkable investment of time, energy, and financial resources in cultivating a culture of safety. The College makes extraordinary provisions for ensuring the safety and security of its students, employees, campus visitors, and property at all locations where it offers programs and services.
2. The Commission commends the Library and Learning Commons faculty and staff for their dedication and enthusiasm in their support of the campus community and for their success in the use of assessment data to improve services for students and faculty. The initiative to pilot and embrace Open Educational Resources (OERs) to make textbooks affordable for students is especially noteworthy.
3. The Commission commends the College, particularly the faculty leadership, for developing—and sustaining over a long period of time—a robust process for evaluating and improving student learning in Global Skills during the annual Summer Assessment Institute. The ongoing level of faculty participation, enthusiasm, and demonstrated continuous improvement resulting from this Institute is a testament to the authentic culture of assessment that has been nurtured and sustained at Lower Columbia College.
4. The Commission commends the College for its exemplary commitment to student success by meeting students where they are and then helping them in the following ways:
 - a. Consistently supporting strong retention and graduation rates;
 - b. Having robust I-BEST and tutoring programs;
 - c. Creating a food pantry;
 - d. The Foundation's establishment of a Student Success Fund to assist students who have exceptional, short-term financial needs; and
 - e. Providing the students with beautiful and well-maintained campus facilities.

Recommendations:

1. While noting the ongoing efforts to strengthen controls, train staff, and improve financial reporting, the Commission did not find evidence that all issues relating to staff turnover transition, internal controls and segregation of duties, and financial statement preparation and the requisite oversight have been resolved. Therefore, the Commission

recommends that staff be provided adequate training and resources to implement an adequate review process over the College's internal controls and financial reporting to ensure the financial information is accurate, complete, and in compliance with generally accepted accounting principles (GAAP). (Standard 2.F.4)

2. The Commission recommends that the College articulate identifiable and assessable learning outcomes for related instruction—communication, computation, and human relations—that align with and support student learning outcomes in applied certificate and degree programs. (E.R. 12, Standard 2.C.11)
3. The Commission recommends that the College perform ongoing review and regular, systematic evaluation and revision, as necessary, of Administrative Policies that promote effective management and operation of the institution and ensure they are consistent, fair, and equitably applied to its employees and students. (Standard 2, Standard 2.A.12, Standard 2.A.18)

ctcLink - LCC is on track to formally restart ctcLink preparation in January, with some preparatory activities occurring even before the end of 2018.

- All colleges will undergo a project readiness assessment/peer review, to be completed by the first week in December.
- If LCC moves forward after the project readiness assessment, we will need to convene our project governance structure (including the ctcLink Steering Committee and the following teams: Security, Communication, Training, Implementation and Go Live).
- Common business process mapping must be completed by March. Although colleges were previously allowed the opportunity to self-assess (e.g. not formally submit the plans to the state project team), that is no longer the case. A list of all required business process maps has been provided by the state project team.

Foundation

- This year's Horns & Halos Gala raised more than \$65,000. Relationships with friends of LCC continue to be strengthened at this event. We have also received new planned giving commitments as a result of this event.
- Foundation staff attended the Community College CASE Conference in early October providing the opportunity to learn about best practices, the latest strategies in planned giving, connecting with alumni, board engagement, marketing and more.
- The Foundation hosted the annual Scholarship Social on October 25, where scholarship recipients had the opportunity to thank donors in person. Approximately 320 guests attended and enjoyed a celebratory evening in the Rose Center for the Arts, with a dessert social followed by a program in the Wollenberg Auditorium. This year's donor speaker was Max Anderson who shared about the program's growth and student need. Student speakers, Steve Boyes, Machine Trades, and Mackenzie Taylor, Nursing, both shared the impact that their respective scholarships have on their lives.
- The 2017-18 financial audit is in the final stages of completion.
- The Foundation is accepting nominations for the 2019 Benefactor of the Year. Nominations are due to the Foundation office by Monday, November 5, 2018.
- As part of the Foundation's donor retention and cultivation efforts, phone calls were made to those who made gifts in September. The LCC Alumni Association continues to grow with more than 520 members including eight in October.
- We received \$57,883 in gifts this month. Gifts include: \$4,000 in Athletic Booster memberships; \$8,000 from Jackie Evans for College Success; \$7,500 from Schmidt

Family Fund for scholarships; \$6,500 from PeaceHealth for nursing scholarships; \$5,000 from an anonymous donor for the Traditional Trades fund; \$5,000 from Bud Black for Athletic Excellence; \$4,000 from the Longview Pioneer Lions Club for scholarships; and \$2,000 from Jim and Betty Bates, who established two new scholarships supporting STEM and Automotive students.

Human Resources

- Our Vice President of Instruction candidate interviews started this month and will continue through November 21. We are interviewing 7 VPI candidates. 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 later this fall!
- The Diversity & Equity Committee & HR collaborated to have Puget Sound ESD facilitate a Leading with Racial Equity workshop for Operations Council (Managers & supervisors). It was an informative and interactive workshop. We also offered an Excel workshop led by our own Angie Rogers and “Positive Self-talk” led by LCC staff Heather Wooldridge and Jenny Smith.
- To ensure employees are adequately informed on all LCC policies and procedures as well as federal and state laws and mandates, we assign on-line trainings to employees. For Fall quarter 2018, we assigned Workplace Violence and Managing Bias trainings.
- HR is also offering mock interviews for faculty and staff. We’ve had several participants take advantage of this opportunity. Some of them had upcoming interviews and we saw that they received the feedback and worked hard to improve for interview.
- A TIAA-CREF representative was on campus this month for retirement counseling appointments with interested faculty and staff.
- HR continues to work closely with IT and Payroll on implementation of TLR, the new electronic time and leave reporting system.

Wellness

- The first annual LCC’s Got Talent performance was a hit this month! We had a variety of amazing performances and an awesome turnout. We plan to put this on next year, too! It’s also Walktober, the annual walking challenge against Clark and WSUV! Red Devil Wellness strives to get everyone moving this month so we can hang on to the Walktober trophy. We offered a Walktober fun run/walk as well. 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.

New Hires/New Assignments

10/1/18	Lesh Cromwell	Mental Health Counselor
10/1/18	Ale Sanchez	Ed Planner & Transfer Advisor
10/1/18	Cindy Moenck	Custodian 4
10/12/18	Donovan Tate E	d Planner / Health Careers Specialist
10/12/18	Ian Triana	Ed Planner & Transfer Advisor
10/16/18	Emileigh Briones	Admin Assistant 2
10/22/18	Tyler Quindiagan	Locksmith
10/22/18	Brian Maupin	Maintenance Mechanic 1
10/23/18	Laura McBride	TRiO Transfer & Retention Specialist
10/23/18	Mindy Leasure	Director of Head Start

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

November 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

- The emergency notification system was used to send the Great Washington Shakeout message to all the connected partners, including the Longview Library, Mark Morris High School, Northlake Elementary School, Barnes Head Start, Broadway Head Start, and Memorial Park Head Start.
- IT Services held a webinar to review both the Hyland On Base and Laserfiche solutions for document imaging, management, and archiving.
- IT Services got the Time and Leave Reporting system working for hourly employees to request sick leave.
- IT Services setup a new server with built in redundancies and increased file storage for supporting employees' data.

Safety & Security

- Safety and Security participated in the accreditation visit fully with interviews and forums.
- Janel Skreen joined the local division of the American Association of Safety Professions.
- Janel Skreen is now serving on a committee that will be organizing a large community "Run, Hide Fight" training with a presentation from the FBI.
- The planning team who organized the recent reunification drill will be completing their After Action Review the last week of October.
- The Emergency Preparedness Council will be drafting new information regarding college facilities use by outside groups based on the new WAC 132M-139-115
- Security is still awaiting information from Department of Education regarding the items submitted for approval regarding policy and training for Security Team members.
- Campus Safety Week was successful. The "Coffee with a Cop" event was well attended and we received very positive feedback from the Longview Police Department regarding the students who attended.
- Janel Skreen and Jason Arrowsmith both attended a two-day Crisis Communication Workshop in conjunction with multiple agencies from the region.
- Security is continuing interviews with PTH candidates.
- Janel Skreen is collaborating with the Safety Committee Task Force to create a new and improved Accident Prevention Plan for campus.

- The safety and security team participated in a safety audit of the campus apartment buildings and made recommendations for some small changes.
- Janel Skreen is currently coordinating with Washington State Department of health regarding the removal of some radioactive isotopes located in one of our laboratories.
- EHS participated in a small-scale hazmat exercise with Cowlitz 2 on 10/19/18.
- Jason Arrowsmith create a new Run, Hide, Fight and Lockdown training video for students and the video will be promoted the first week of November.

Athletics

- The Lower Columbia College athletics department took third place in the NWAC Presidents Cup competition. The President's Cup is awarded to the school that has the most points in a system that gauges academic excellence through a system ranking GPA, completion and other factors. Coupled with the Athletic Director Cup for on field/court excellence earlier won by LCC, the student athletes here are excelling both in competition and the classroom.
- A former LCC athlete was appointed by Governor Jay Inslee to serve on the Lower Columbia College board of trustees. Alice (Fox) Dietz was a star player for the Red Devil soccer team in 2002 and 2004.

Finance

- Finance is currently working on preparing the Financial Statements for 1718, with a tentative SAO audit start date of November 19th.
- Cindy Ralston retired 10/26/18, after 4.25 years of service. Tanya and Derek will be covering A/P temporarily.
- Molly Moncrief retired 10/31/18, after 15.25 years of service. Desiree and Claudia will be covering temporarily.
- We appreciate your patience during this transition and hope to announce new hires in November or December.

Campus Services

Maintenance

- Maintenance staff spent about 60 hours on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- We are very happy to welcome Brian Maupin to the Maintenance team! He is a Maintenance Mechanic I coming to us from the mills. He is picking things up quickly and we know he will be a great asset to Campus Services!

Custodial

- Custodial is hoping to advertise for a new Lead custodian this month to replace Maggie Berryman, who just retired. Congratulations, Maggie!
- Cindy Moenck continues to review the products and equipment used by the department. She is planning to switch over to all green products

Key Shop

- Jim Woodruff has officially retired and Minel is now the Key Shop supervisor. Campus Services has put out an advertisement for a new Locksmith who will operate under Minel's guidance. We expect to have this new hire on board in November.
- Access controls 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. E-mails have been sent to other state agencies, notifying them that LCC is now a member and mailers have been sent out to former surplus sale buyers on how to make an account. A campus e-mail with information & instructions will go out this month.
- 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 – November 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
Mindy Leasure, Director of Head Start
Sarah Griffith, Director of eLearning
Natalie Richie, Director of Instruction Division Operations
Lynell Amundson, Manager of Continuing Education

CORE THEME I: WORKFORCE & ECONOMIC DEVELOPMENT

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CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- CEO started the academic year at around 162 students, and now stands at 149. The program established a new partnership with Toledo Schools and hopes to serve more students from that location. CEO recently established a food/hygiene closet for students in need, and staff have attended various trainings to learn how to better serve co-enrolled homeless & mobile student population.
- Three members of the LCC Speech & Debate Team are in the process being recruited for transfer to private, four-year universities within the Northwest Forensics Conference (Whitworth University, Lewis & Clark College, and Pacific University).

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- Catching up on summer quarter and in alignment with the Annual Priority Core Theme III to provide Student Access, Support and Completion, Integrated Basic Education and Skills Training (I-BEST) students continue to receive twice the support and instruction with good results. This summer, 64 students enrolled in I-BEST classes an increase of 33 percent from the previous summer; 26 students or 40.6 percent earned Honors level GPAs of 3.25 or higher. Seven students earned a certificate or degree. In addition, all of the 15 spring quarter I-BEST Medical Assisting students enrolled in the summer preceptorship successfully completed, earning their Medical Assisting certificates and/or AAS degrees; bringing the total summer quarter certificate and/or degree completions to 22 of 79 students or 28 percent.
- Enrollment in I-BEST continues to climb. 139 students are enrolled in I-BEST classes this fall, up 10.3 percent from the fall of 2017.
- The Learning Commons (Sarah Griffith and Lindsay Keevy) has collaborated with IT program faculty, staff, and students (David Rosi, Stefan Rijnhart, & Michael Velasquez) to offer "Tech Check Days." Current LCC students can bring in their laptops or personal devices for free software troubleshooting, antivirus installation, updates, and other quick checks. The first Tech Check Day this quarter serviced approximately 20 students, and the second one is scheduled for October 24th.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- The Office of Instruction recently rolled out a new fully online schedule development review process for LCC's quarterly class schedule! Department Chairs & Deans will review two quarters simultaneously and submit changes through a shared google drive. Instruction's goal is to develop an annual schedule for 2019/2020 that will allow students to make an academic plan for a year at a time.
- The Office of Instruction recognized 44 students for making the summer 2018 Dean's list for achieving a GPA of 3.25 to 3.79.
- The [Faculty Development Committee](#) received 16 applications/requests for professional development activities. The committee approved funding \$9,733.59 in requests. The committee will meet January 24th to review winter applications.

- The 25Live team reported - 4,685 individual classes for academic courses & 659 non-academic events in the month of October, in total, meeting approximately 10,400 hours. Applied Arts, Vocational, & the Health & Science Buildings were the three most used buildings on campus this month.
- Hiedi Bauer's poem "New Caption on Old Guilt" was published in Riggwelter. This poem was written as part of a workshop funded by the faculty development committee, noted two bullets above.

TOPICS OF INTEREST

Recognition / Personnel

- LCC hosted the 7th Annual Birth-Kindergarten Conference on October 13. There were approximately 200 participants. Notably, Lucas Myers presented two breakout sessions on DNA is not Destiny which received rave reviews.
- The Student Nurse Organization, funded by ASLCC, offered the Annual Flu Shot Clinic October 15-19. 306 influenza vaccines were administered to LCC students, faculty, and staff.
- The 25Live system reported 328 non-academic events on campus between October 1-31st, including - external rentals, ASLCC events, campus-wide events, meetings & trainings.
- The Library & Learning Commons staff and faculty received a commendation from visiting NWCCU evaluators "for their dedication and enthusiasm in support of the campus community and for their success in the use of assessment data to improve services for students and faculty. The initiative to pilot and embrace Open Educational Resources (OER) to make textbooks affordable for students is especially noteworthy."
- Lindsay Keevy and Andrea Gillaspay-Steinhilper received an ACRL Assessment in Action (AiA) grant to evaluate how library instruction contributes to student success. The project took place during the spring quarter, and the librarians will present the findings from the project at the AiA Research Symposium at Highline College on November 2nd.
- Andrea Gillaspay-Steinhilper has been added to the Fulbright Specialist Roster from 10/5/18 to 10/5/2021. The Fulbright Specialist Roster is a list of specialists who are able to help institutions in developing countries with specific projects. Specialists may be asked to work on short-term projects, from 2-6 weeks long, in another country. One field in which they need specialists is Librarianship. Andrea volunteered and was accepted to be on the Roster, should any institution need help in developing or implementing OER, or other library activities.
- The LCC Speech & Debate Team has placed among the top two in community college sweepstakes at the first three tournaments of the season. LCC is currently ranked as the 2nd best community college speech and debate program in the Northwest Forensics Conference (representing Oregon, Washington, Idaho, Utah, Montana, and Alaska).

Upcoming Events

- **Nov 5**, 12pm, Veterans' Recognition Luncheon, Student Center 122 - Cafeteria
- **Nov 8, 15, 22, 29**, 11am, Interview Like a Pro! Administration Building 114 - HR Conference Room
- **Nov 8, 15, 29**, 11:30am, Garden Work Party! Richard Kelley Learning and Healing Garden
- **Nov 8**, 12pm, Community Conversations, Neurobiology of Addiction
- **Nov 9**, 1pm, Safe Zone Training, Student Center 216 - ASLCC Clubs & Org Room
- **Nov 9-11, 15-17**, 7:30pm, True West, Rose Center for the Arts 131 - Theatre
- **Nov 15**, 12pm, Community Conversations: Artificial Intelligence
- **Nov 18**, 3pm, LKCCA Presents: The Gothard Sisters, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Nov 20**, 2pm, Improve Your Sleep Workshop, Student Center 216 - ASLCC Clubs & Org Room
- **Nov 20**, 6pm, Transgender Day of Remembrance Event, Student Center 120 A, B, C + 122 - Cafeteria & Conference Rooms
- **Nov 20**, 7:30pm, LCC Symphonic Band Fall Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Nov 27**, 7pm, Jazz Ensemble Concert, Rose Center for the Arts 123 - Wollenberg Auditorium

AUXILIARY PROGRAM

Head Start

Recruitment remains the primary focus for Head Start due to the 20 openings in the ECEAP classrooms. The Department of Children Youth and Families (DCYF) with funding from ECEAP, creates time to work creatively on enrollment before removing slots. One “slot” represents funding for one child to be served.

Workforce development continues to be a focus for early learning programs. Due to shortages of qualified applicants, the program utilizes professional development plans to track continuous enrollment until qualifications are met. Twenty current staff members are enrolled in school to meet position qualifications across all three grants: Head Start, Early Head Start, and ECEAP. The majority of those staff are enrolled in ECE classes here at LCC. Most are accessing the Early Achievers Grant which is funded through the state quality rating and improvement system. Positions being actively recruited are:

- Assistant Director
- Lead Teacher
- Assistant Teacher (PTH)
- Substitute Teacher (PTH)
- Bus Driver (PTH)

Five State ECEAP Advocacy Goals have been released by the Washington State Association of Head Start and ECEAP. An important goal related to workforce development:

Support for the Workforce

History:

In 2017, DEL (now DCYF) looked at the cost of providing ECEAP and determined that a 16.7% slot rate increase was needed. The Governor did not include that, and the legislature ultimately approved a 6% increase. DCYF is proposing a 16% increase for 2019.

Proposal: A minimum 16% increase.

Program parents are inviting local legislators to our centers in November to advocate for ECEAP, the slot rate increase, and to share how the program has supported their child and family.

Funding Opportunities have been released at the end of October and are being explored as follows:

1. Head Start Supplemental funding to increase the number of full day classrooms to support programs in meeting the mandate to have 100% of classrooms offering full day services by 2021;
2. Early Head Start Expansion; and
3. ECEAP Expansion.

All have due dates at the end of November.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

November 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
 - Byron Ford, 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

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CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Lower Columbia College has been awarded a federal Department of Education Grant *Child Care Access Means Parents in School (CCAMPIS)* to help subsidize child care costs for student parents on campus. Eligible student parents will receive reduced child care costs or assistance with DSHS subsidy copays. The grant has been awarded for a four year term and is a collaboration between the Early Learning Center and Workforce & Career Services as part of our Two Generation supports.
- The student retention rate in the Opportunity Grant program increased from 86% in 2016-17 to 90% in 2017-18. Our retention rate is higher than the system average of 88% and reflects strong efforts to engage and support students with academic, career, and financial supports.
- Running Start currently has received 109 Graduation applications of students on track to graduate in June 2019:
 - 104 AA-DTA
 - 1 AA-AAS
 - 1 AAS
 - 1 AS-T
 - 1 DTA/MRP
 - 16 students will be obtaining their High School Diploma from LCC along with their AA degree
- Running Start offered a week of pre-advising sessions to help students understand LCC requirements and obtain the correct information prior to their meeting with their High School Counselor and Registration. The goal with the pre-advising was for students to get their questions answered and be better prepared when meeting with their high school counselors. We have received positive feedback from the students and high school staff. 121 students attended pre-advising appointments.

- Running Start is currently reviewing new student applications for Winter quarter 2019.
 - There are 8 new application for Winter, 6 of which have been approved and 2 pending receipt of high school transcripts.
- With support from Outreach, LCC student ambassadors gave their first two individual tours this month to students interested in Engineering and Health Careers.
- Outreach and the LCC Student Ambassadors welcomed 200 Coweeman 7th graders to campus. With support from Advising, Workforce and Career Services, Running Start, the Learning Commons, and the Fitness Center as well as Faculty from the Diesel and Automotive programs, Coweeman students explored campus and learned about campus life and degree options.
- Outreach and one Student Ambassador participated in Ridgefield High School's Post-Secondary Fall Fair, connecting with students in grades 8 – 12.
- Outreach and Career Services supported FAFSA completion nights at Castle Rock High School, Mark Morris, Rainier High School and Kelso High School. Between 8 – 12 families attended each event.
- Outreach collaborated with Kurt Reeser from the Washington College Access Network and Tara Starr of WSU-V to host a Financial Aid "Paying for College" night at Mark Morris High School; approximately 15 families were in attendance.
- Outreach and Testing/Advising began training Student Ambassadors on welcome calls for recently admitted students.
- Retention, Ambassadors, and supplemental advisors from Workforce, TRiO, and Running Start made over 130 calls to students with academic early alerts, and texted 51 students regarding their alerts.
- Retention collaborated with Multicultural and the Sexualities & Gender Alliance (SAGA) club to bring seven students to the 'Queer I Am' conference in Olympia for two days of workshops and keynote speakers. The group of students created a plan to bring back to campus and continue supporting LGBTQ peers.
- The Diversity and Equity Committee hosted the first Read and Discuss (RAD) gatherings this fall, discussing the chapter, *Addressing the Conceptual Challenges of Equity Work: A Blueprint for Getting Started* by Erin Castro. A total of 17 faculty and staff attended the discussion groups.
- Advising and Testing collaborated with Tara Starr (WSUV) to host WSU Vancouver's 1st Annual Academic Advising Conference for Community Colleges. An overview about WSUV admissions, financial aid & scholarships, WSUV degrees, transfer issues and partnerships between schools was presented. A total of 60 advisors (including faculty advisors) were in attendance from Centralia College, Clark College, Lower Columbia and WSUV. 26 advisors and Student Services staff from LCC attended.
- Advising and Testing hosted the annual Transfer Fair on October 25th with 20 universities represented and 112 students in attendance.
- In collaboration with TRiO and ASLCC, Advising and Testing took 4 students (that were not part of TRiO) to tour Portland State University on October 26th.
- EAB consultants made their second visit to LCC's campus on October 24th to help guide Engagement teams through the first round of Navigate configurations. Engagement teams started meeting this month and are working independently on their portion of the platform. Concurrent informational sessions were also available to faculty and staff during the October 24 Build Onsite.

- Disability Support Services currently has 118 students utilizing accommodations for Fall quarter 2018 compared to 101 students Fall 2017, which is a 16% increase. This number is the largest amount of students utilizing accommodations in one quarter to date.
- The 2019-20 FAFSA application is now available for students and parents. In addition, the Department of Education created a mobile app that allows students and parents to complete the FAFSA on their smartphone or tablet.
- ASLCC hosted the following events in October:
 - Club & Organizations Social on 10/2 - This club social encouraged current members of campus clubs and organizations to collaborate with ASLCC on upcoming events. Additionally, the ASLCC Clubs Chair demonstrated how clubs can request additional funding or check-out equipment from ASLCC.
 - Volleyball Spirit Night on 10/7
 - Doctor Who Season Premiere Viewing Party on 10/7
 - Clubs & Involvement Fair on 10/10 - During this event campus clubs and organizations set up tables to recruit new students. ASLCC provided an ice cream sundae bar for those who stopped by.
 - ASLCC Lecture - "The Negro Baseball Leagues: An American Legacy" on 10/16 - This informative lecture covered the history of the Negro Baseball Leagues in America. This often overlooked portion of history tells the story of athletes who were considered some of the best of their day, but who were barred from Major League Baseball due to their skin color.
 - Intro to Rock Climbing Event - 10/23 - Around 20 students stopped by to check out the rock climbing wall and give it a try. Participation prizes were offered and those who could finish a course were given special prizes!
 - ASLCC Breast Cancer Awareness Walk - 10/16 - Rain and a late Friday afternoon start time held the participation numbers of this event to only 10, but ASLCC raised \$48 for breast cancer research.
 - Scary Movie Night - "A Quiet Place" - 10/29 - 37 students attended this scary movie showing and enjoyed soft pretzels and snacks!
 - Harvest Fest - 10/31 - Around 200 students and family members attended this Halloween themed event filled with candy, games, and activities.
- ASLCC has been participating in weekly webcalls with the Washington Community and Technical College Student Association (WACTCSA). During this meetings students are developing and preparing a student-focused legislative agenda that will be honed during a Legislative Academy in November and presented during CTC Legislative Advocacy Day in January.
- The International Program Director met with potential students and recruiters from the Phoenix Agency in Nairobi, Kenya and gave a presentation at the American Spaces US Embassy at Moi University Nairobi Campus.
- International Programs attended the ICEF Conference in Berlin, Germany which includes opportunities to network with approximately 43 country representatives and 708 educational institutions.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

New Hires

Mikayla Springob: Student Activities & Housing

Laura McBride: TRiO

Ian Triana: Advising

Ale Sanchez: Advising

Donovan Tate: Advising

Dates:

- October 29-November 9, Running Start Priority Registration
- November 9-Last day to withdraw from fall classes
- November 9-Priority registration for veterans
- November 13-Priority registration begins
- November 19-Admission application deadline for winter quarter (degree/certificate seeking students only)
- November 19-Open registration begins

CANCELLED