

Minutes

Operations Council – December 10, 2018

Attending: Jason Arrowsmith, Chris Bailey, Marie Boisvert, Paz Clearwater, Byron Ford, Marisa Geier, Brendan Glaser, Eli Hayes, Karen Joiner, Sue Orchard, Sam Orth, Brandon Ray, Natalie Richie, Hahli Rogers, Kirc Roland, Stacey Sowders, Kendra Sprague, Theresa Stalick, Dani Trimble, Nolan Wheeler, and Linda Clark.

Called to order by: President Chris Bailey

1. MEETING TOPICS

Diversity and Equity Strategic Plan – Dani Trimble and Sue Orchard explained that this is a result of work that the D & E Committee has spent months working on with the intention of thinking about LCC's strategic goals around diversity and equity. The value is in putting a plan in writing, then putting action behind it. In addition, as the college moves forward with guided pathways, diversity & equity need to be kept in the forefront. A diversity & equity strategic plan will tie into hiring, student support, and instructional areas of the college.

The plan has been to the Educational Leadership Team, Instructional Council, and other groups for input. Dani explained that the Committees intention was to leave the strategies broad with the goal of having smaller plans feeding into it. A final draft will be shared for campus review and comment, and will be taken to the Executive Leadership Team for final review.

Dani and Sue gave a broad overview of each of the plan's sections:

1. Introduction
2. Mission
3. Goals
4. Transformative Culture
5. Assessment

The presentation ended with a group activity that solicited written feedback.

3. ROUND TABLE DISCUSSION -

Kendra Sprague explained that deductions for the recently passed legislation for paid family leave will take effect on January 2019. If you have any questions, contact staff in the HR Office.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

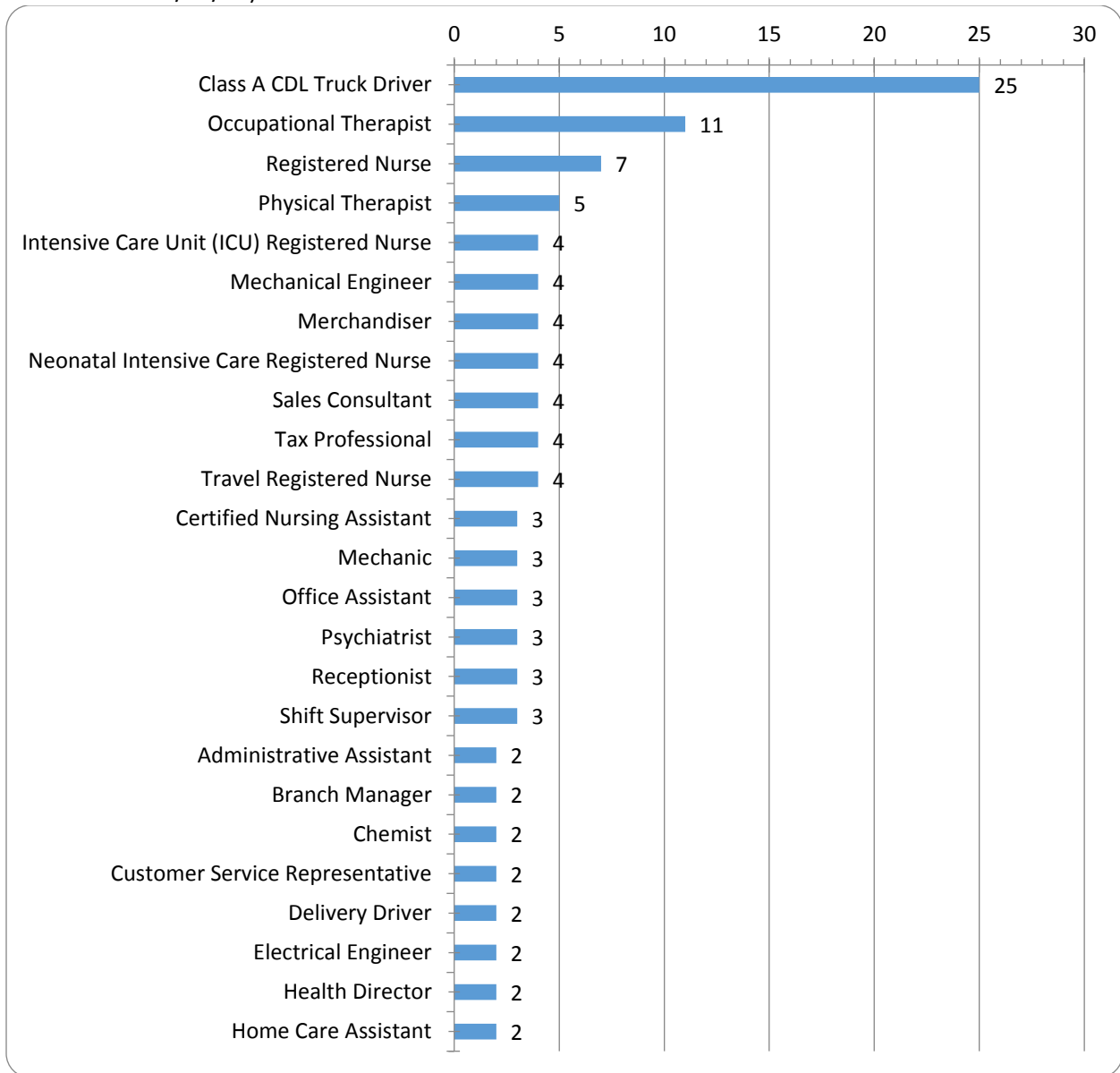
OPERATIONS COUNCIL REPORT – President’s Office

December 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 & Wahkiakum Counties in the last 30 days (via Burning Glass as of 11/27/18):



CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Staff in Effectiveness & College Relations are in the process of creating new data tools to support Guided Pathways, including a [spreadsheet of all transfer courses](#) at LCC with analysis of if/how those courses transfer to the public universities in Washington. A link to the spreadsheet can be found on the new [Data Tools and Dashboards](#) page on the faculty-staff site. A Tableau dashboard

containing [fall quarter program enrollment demographics](#) for the past five years is also available on the page

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Recent media coverage includes:
 - [LCC's Bella Voce Choir to perform in annual Christmas parade.](#) LCC's Bella Voce choir is in the lineup for the annual Longview Twilight Christmas Parade on December 1 ([The Daily News](#)).
 - [LCC Foundation dedicates Rose Center Art Gallery to Forsberg couple. The first floor of the Lower Columbia College Rose Center Art Gallery now bears the name of a Longview couple who believed in the power of education \(The Daily News\).](#)
 - [LCC speech and debate team scores at Boxer Rebellion. Members of the Fighting Smelt placed first in community college sweepstakes at the Boxer Rebellion speech and debate tournament at Pacific University in Forest Grove, Oregon \(The Daily News\).](#)
 - [LCC announces play dates. True West by Pulitzer Prize winning author Same Shepard opens at LCC Drama Department's Center Stage Theatre on November 9 \(The Wahkiakum County Eagle\).](#)

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Accreditation

- A substantive change proposal for the proposed applied bachelor's degree in teacher education was submitted to the Northwest Commission on Colleges and Universities on November 20, 2018. This is considered a major change since it is the first degree offered at a new degree-granting level.

ctcLink - In the movie *Groundhog Day*, Bill Murray's character keeps reliving the same day, over and over again, until he finally gets it right. For some of us, the ctcLink project feels a lot like that. One day in a not-too-distant future, we will actually flip the switch and leave our 'Legacy' system behind for good. So what's on the road ahead? Here are a few key dates, all contingent on the state project team and our ability to pass a 'readiness assessment' that is currently underway (results of readiness assessment to be released in January):

- December 11, 2018 – site visit by state team to discuss project restart with key staff and leadership
- January 2019 – ctcLink project formally restarts (start-up activities will primarily involve identified subject-matter-experts)
- June 2019 – training and other broad-based activities begin
- January 2020 – Go Live!

Foundation

- The LCC Foundation Board selected Delores Rodman as 2018-19 Benefactor of the Year. This award honors Delores for 26 years of commitment to the college and education. Delores began her professional career as an English teacher working at Rainier High School. She also taught in a military base in Spain. Delores then changed careers to real estate where she worked for more than 20 years with her husband, Bruce. After her husband, Bruce, passed away she established the Bruce E. Rodman Memorial Endowed Scholarship in honor of his service on the LCC Foundation Board and his lifelong support of education. Though she no longer lives locally, she shares "my heart is and always will be in Longview."
- This year's Scholarship Social was held on October 25th, where more than 320 guests enjoyed a celebratory evening with a dessert social and inspirational program in the Wollenberg Auditorium. During the social, scholarship recipients had the opportunity to meet their sponsors

and personally thank them for supporting their education. Scholarship donor speaker, Max Anderson shared about the growth of LCC's scholarship program and continued student needs. Student speakers, Steven Boyes, Machine Trades and Mackenzie Taylor, Nursing, both shared the impact that their respective scholarships are having in their lives.

- LCC's Alumni Association's growth continues with membership reaching 531 alumni. Association members received special invitations to shop at the Nike and Columbia Sportswear employee stores.
- The Foundation launched the annual year-end appeal with a letter, email and social media campaign to raise funds for the College Success Fund. The appeal will run through the end of the year.
- November's gifts totaled \$40,305. Gifts include a \$10,000 stock transfer from Delores Rodman for an endowed scholarship; \$5,000 stock transfer from Ed Hayes for Athletics; \$3,000 from Carol Carlson for Athletics; \$3,000 from Dave and Linda Andrew for Athletics; \$3,500 from David and Nadine Coburn for the Carol and Clayton Greer Memorial Nursing Scholarship and \$5,000 from Weyerhaeuser Giving Fund for the Student Success Fund.

Human Resources

- We have concluded the Vice President of Instruction interviews with seven outstanding candidates. Kristen Finnell has accepted our offer and she will begin March, 18, 2019. Kristen has served in a Dean role at Moraine Park Technical College in Wisconsin since 1999. Prior to that, she was a Director of Education for Child Development Services for a Head Start program in Wisconsin. She holds a doctorate in Educational Leadership/Higher Education, a master's in Education, and a bachelor's in early childhood education. Executive Dean, Karen Joiner, will fill in as Interim VPI until Kristen's start date.
- This quarter's Supervisor & Scones was facilitated by Payroll & Financial Aid to share best practices for hiring and tracking work-study employees. 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. Workplace Violence and Managing Bias trainings were assigned fall quarter.
- Some of the HR Team attended a Search Advocacy workshop put on through Oregon State University. This Search Advocacy workshop is aimed at diversity and equity in hiring practices. The HR team also participated in two-day lean project where we looked at the hiring process in great depth. We are excited to apply the things we learned at the workshop to LCC's hiring process.
- The exempt and classified awards were presented at all staff. The Exempt Sunshine Award went to Mary Kate Morgan. The RA! Awards went to Robert Cochran and Brittney Deal.

Wellness

- Red Devil Wellness offered the Rest & Revive Sleep Program to faculty, staff, and students. There were about 12 participants in the program. As a follow-up to the sleep program, we brought one of Kaiser's great health coaches back to campus to facilitate the "Improve your Sleep" workshop. We had about 15 attend and it was very helpful and informative. 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

- | | | |
|------------|---------------|--|
| • 11/1/18 | Quan Ta | Custodian 1 |
| • 11/1/18 | Eli Hayes | Web Technology Manager |
| • 11/16/18 | Cole DeRosier | Program Coordinator (Transitional Studies) |

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

December 2018

Administration

Nolan Wheeler, VP

Jason Arrowsmith, Security

Desiree Gamble, Finance

Richard Hamilton, Campus Services

Cliff Hicks, Auxiliary Services

Sherie Hockett, Payroll

Brandon Ray, Information Technology

Kirc Roland, Athletics

Janel Skreen, Safety & Security

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Information Technology Services

- IT Services updated the servers with the latest security patches.
- IT Services installed outside emergency notification speakers to cover the Head Start play areas.
- IT Services enabled single sign on (SSO) with the Access Control server.
- IT Services developed an application to scan computers for file changes in order to mitigate security issues related to the increased number of phishing email scams to which employees are susceptible. This application was shared statewide.

Safety & Security

- Patriot Prayer held a rally on the LCC campus prior to Election Day. The rally was an opportunity to utilize newly developed “Expressive Activities” WAC and supporting resources the college created.
- Jason Arrowsmith met with the Security Manger and IT personnel from Clark College to discuss our camera system. We shared what works really well and issues we’ve discovered along the way. Clark was impressed with our system and appreciated the insight.
- LCC is still awaiting information from Department of Education regarding the items submitted for approval regarding policy and training for Security Team members.
- Planning for commencement 2019 has begun. We are working to address issues we discovered during the previous year’s ceremony.
- Janel Skreen is participating on a planning committee for a Run Hide Fight Training that will be hosted by LCC and provided by the FBI. The training will be provided to local and region schools and responding agencies.
- Janel Skreen will continue a new year’s service on the Local Emergency Planning Council. Janel’s participation ensures that LCC is recognized as a stakeholder in the development of local emergency response plans.
- Janel is working to develop a training series for natural science faculty that will run throughout the academic year.
- Janel partnered with the science department Cowlitz 2 Hazmat Response and Washington State Department of Health (Radiological Division) to have multiple samples of naturally radioactive rock removed from the HSB Earth Science lab.

- Janel joined the local division of the American Association of Safety Professionals. This membership will connect LCC to other local safety resources within the community.
- Janel completed a Title IX Investigator Training (for recertification) at Chehalis Community College on 11/15 & 11/16.

Athletics

- The Lower Columbia College volleyball team had a strong showing at the NWAC Championships November 15-18. The Red Devils finished tied for 5th in the 16-team tournament. It was the second straight year the team finished 5th.
- The LCC soccer team made a strong push at the finish, but fell just short in its goal to return to the NWAC playoffs.
- The basketball seasons are underway. The LCC men hosted another successful Red Devil Classic, the 32nd year the tournament has been held on campus the weekend after Thanksgiving.

Finance

- The State Auditor's Office is on campus conducting two audits—the College's Financial Statements and a Head Start Program Audit.
- We have a new Accounts Payable Technician, Nicole Olin, starting December 3rd.
- Payroll, WorkFirst, and Financial Aid offered a supervisor training on Work Study Hiring & Tracking, 11/1. It was well attended and gave supervisors resources to successfully manage their department work study budget and individual student awards.

Campus Services

Maintenance

- Maintenance staff focused on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- As part of the project for the new Student Center flooring, Maintenance is building a wall between Security and where the storefront window begins. This will separate the space into two separate areas: one for Security, and one for Student Programs who will be moving back downstairs. This will be a better utilization of the space and improve Student Program's visibility among students.

Custodial

- 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

- Tyler Quindiagan is working on fully integrating lock/key records into Megamation. He's been re-keying rooms, installing key pad locks, adjusting lock hardware, etc
- 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 NOW 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 was sent this month as well. Be sure to create an account and see what LCC has to offer!

- Minel is on leave for the month of December, so please direct all inquiries to either Dan Hines or Shelly Franz. Print Shop orders should be submitted to the print shop e-mail address.

Capital Projects

Student Center Flooring

We recently awarded the bid for the **Student Center Flooring** project and are moving forward as quickly as possible. The **1st floor of the Student Center** will be **CLOSED** from **December 8th** through **January 6th**. During this time, the contractor will remove the old carpet, repair the expansion joints throughout the floor, and install new Luxury Vinyl Tile flooring. The Kitchen area will also receive new Luxury Vinyl Tile flooring along with new laminate counters. The stage will be carpeted and Student Programs plans on purchasing new soft seating to create a more relaxed seating area where you can enjoy a cup of coffee from the Espresso Bar or just socialize with friends. The tables and chairs in the Commons area (cafeteria) will eventually be replaced in the near future to give the Student Center Commons a complete makeover.

Please note that this is a short window to complete a project of this size and it may entail closing certain areas to accommodate the contractor's schedule. We are in the early stages now, but will have more details as time progresses. Once we meet with the contractor in the first week of December, we will have more information to share on how this project will impact the Security and Veterans' areas specifically. **The Bookstore will remain OPEN and accessible via the North Entrance and there will always be access to the 2nd floor (which will likewise remain open) via the back staircase.**

As an addendum to this larger project, Campus Services staff will be doing some painting to create a newer look and making a small renovation to the storefront window (and the area adjacent to Security) across from the Veterans' Center.

Main Remodel Project

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 Head Start/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 – STUDENT SERVICES

December 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/Leszek Cromwell, Counseling Services
 - Byron Ford, Advising and Testing
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CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Workforce and Career Services staff attended the inaugural meeting of the SW Washington chapter of the Washington Career Development Association which included representatives from Clark College, WSU Vancouver, Vancouver Public Schools, The Evergreen State College, Workforce Southwest, and other workforce and career development professionals. This organization, which is affiliated with the National Career Development Association, provides professional development, networking, and other support for career development practitioners. In addition to this kickoff meeting, LCC staff will continue to be involved in the development and leadership of the WCA chapter at the regional and local level.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRiO took a group of 8 students to Portland State University for a campus tour.
- TRiO participated in College Application Day, put on by Kristy Gutierrez and in partnership with the University Center.
- 32 students participated in our first NSO on Nov 19th
- A total of 13 students applied to various universities as part of Advising's Nov 5th and 19th College Application Days

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Brian Isbell, Financial Aid, implemented the new iGrad financial literacy training site that replaced SALT. It has been a huge success and we are already 2nd in the state for student participation in completing courses.
- Lisa Wilkinson, Financial Aid, participated in a community resource fair as the VA representative.
- TRiO handed out over 100 buttons and stickers to students, faculty, and staff who are first-generation college students on National First-Generation College Day. They hosted a table outside of the library where students, faculty, and staff met and had a chance to mingle, giving students the opportunity to see a community of educators who came from similar backgrounds.
- Workforce & Career Services hosted a meeting with the College Success Foundation to discuss campus and community partnerships to serve foster youth through the Passport to College program. The visit highlighted several best practices from LCC and areas to further collaboration. Staff are currently developing a 5 year viable plan to submit to WSAC outlining

institutional commitment and student supports for former foster youth as part of new legislative requirements for the Passport to College program.

- Outreach and Workforce & Career Services/Passport to College spent the day at White Pass Middle/High School to participate in the 2018 Postsecondary Fall Fair, connecting with students in grades 8 – 12.
- Workforce & Career Services and Faculty from the Manufacturing and Diesel programs represented LCC at Woodland High School’s College Fair, to talk with staff and share opportunities with students in grades 9 – 12.
- Outreach and two student ambassadors visited the 8th grade AVID classroom at Coweeman Middle School to talk to 30 students about college, options at LCC, and “A Day in the Life of a College Student.”
- Advising represented LCC at Battleground High School’s Post-Secondary Fair, connecting with 35 students in grades 9 – 12 and their families.
- Outreach, Advising and Testing, CEO, Workforce & Career Services, Transitional Studies hosted 130 Latinx middle school students for a lunch and learn during their La Chispa Bilingual Leadership Workshop. Speakers included: student Sylvia Garcia-Munoz, who spoke about her experience as a middle/high school student and how she came to LCC; Gabino Salgado from CEO who talked about his own educational journey; and, Darren Schwegler who talked to students about College Bound and paying for post-secondary education.
- Outreach and two student ambassadors spent the school day at Kelso High School’s College and Career Fair, talking with students in grades 9 – 12. Outreach and Tara Starr from WSU-V/University Center also presented to 30 seniors planning to attend LCC in Fall 2019.
- Outreach and Winlock Running Start student and Student Ambassador Jeletsa Cuadra presented to 10 Winlock High School juniors and seniors about post-secondary options available at LCC.
- Outreach and the LCC Student Ambassadors also welcomed nearly 200 Huntington 7th graders to campus. With support from Workforce and Career Services, Counseling, Running Start, the Learning Commons, and the Fitness Center, students explored campus and learned about campus life and degree options.
- With training and support from the Testing Office, Student Ambassadors made over 400 calls to recently admitted students to welcome them to campus, and to answer any questions they had about next steps in the enrollment process.
- A training on veteran culture was given to student services on November 27th. This training will better equip student services staff to understand, serve, and aid success of veterans on campus.
- Disability Support Services proctored 202 exams Fall Quarter 2018. This is in line with the growth observed in Fall 2017.
- The Testing Center is testing 44 nursing students for the Winter cycle.
- Retention, Advising and Testing, and various supplemental advisors made over 250 phone calls to students with academic alerts from instructors.
- Nearly 200 students received ‘Exceptional Student’ emails acknowledging their commitment and success in their courses.
- Retention attended four instruction department meetings to discuss the Academic Early Alert system and how to better serve students.

- International programs scheduled new student orientation and arrivals for winter quarter, and has admitted 45 students for Winter and has 17 applications for Fall. We are anticipating that about 5-7 of the admitted students will be successful in obtaining visas to enroll at LCC.
- International programs met with incoming students for winter as well as their families in Nairobi as well as 38 agencies at the ICEF conference in an attempt to expand the number of producing agent partnerships.
- Running Start currently has 135 students on track to graduate at the end of Spring quarter, upon successful completion of Winter and Spring quarter, and/or Summer completion, that is 91% of our full time (15 credits or more) graduating senior class.
- Running Start has lost many students who have returned to the high school full time due to scheduling as well as feeling the loss of their high school experience. However, 11 new application for Winter quarter have been approved, 9 of which have already registered for classes.
- Running Start currently has 427 students registered for winter quarter.
- Running Start will be having a “Pictionary and Pizza Night” for current students Dec. 11th, 4-6pm. The goal is for other Running Start students to network. The intent of these types of events will help with retention and promotion of the RS program and support students.
- Advising issued 306 PINs to continuing pre-nursing students via distance advising check-ins.
- 40 individual online NSOs (typical appointments range from 30 min to 1 hour) were given to students.
- Advisors met with 118 students for advising appointments.
- Student Activities & ASLCC hosted the following events in November:
 - Soup & Trivia, November 15 - Approximately 20 students showed up to compete in trivia for prizes.
 - Open Mic, November 20 - Students perform comedy, music, storytelling, and other performances.
 - Study Party, November 29 - In-conjunction with the Learning Commons, relaxing music was played with snacks and activities. Over 30 students spent time relaxing and studying for finals.
 - ASLCC participated in Legislative Academy 2018 on November 16-17 in Olympia, an experience designed to prepare students to engage in legislative advocacy work on behalf of community colleges and students.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Financial Aid met with staff in Advising and the Coaches to provide a financial aid overview and training. Staff in both areas now have access to the financial aid system/student portal to help support communication with students on financial aid requests for documents and information.
- Financial Aid submitted annual reporting on time for Washington’s Unit Record Report and final State Need Grant report.
- Jessica Harris, Financial Aid, and Claudia Slabu, Finance, completed and submitted the Department of Education’s Fiscal Operations Report and Application to Participate (FISAP) on time.
- Financial Aid and Finance balanced Pell and closed out the academic year at COD on time.

- Outreach and Retention and the new Student Ambassadors visited WSU-V for training, including touring campus, meeting with WSU-V Ambassadors, and learning about the WSU-V program, which has been up and running for 15 years.
- International programs presented with Education USA (a branch of the US Embassy) in Nairobi, Kenya to a crowd of over 60 students. The presentation was on the Education System in the USA, as well as specifically about LCC.
- The Registration office is uploading business process documentation to assist with the ctLink project readiness assessment/peer review, to be completed by the first week in December.
- The Registration office is assisting with mapping legacy data to extract into EABc Navigate. Key staff are also participating on the implementation teams for onboarding, advising and academic planning.

New Hires

Summer Comte: Program Assistant, Entry Center (part-time)

Dates:

December 4-6: Fall quarter final exams

December 11: Fall quarter grades available online

December 14: Last day to be added to a waitlist for winter quarter classes

December 31: Winter quarter tuition due

Operations Council Report

Instruction Division – December 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

- CEO Career Planning students have worked with Career Center staff on resumes, cover letters, and mock interviews.
- Career Planning for CEO students hosts guest speakers to promote options for careers in trade industries (military, construction, cosmetology)
- CEO students toured Vocational facilities of the Automotive, Diesel and Welding programs and spoke with instructors of each of these programs in exploring career options after graduation. Students also visited the University Center to explore transfer options.

CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- Multiple members of LCC Speech & Debate are being actively recruited for transfer to regional 4-year colleges (including Lewis & Clark, Pacific, and Linfield).
- LCC Drama Club attended PSU's fall theater production of Will Eno's *The Flu Season*. Each quarter the Drama Club attends a performance at a regional 4-year school as an introduction to the many programs to which they could transfer to complete their 4-year degree in Theater.
- Gina Challed is using a Faculty Development Grant to arrange LCC's first Honor Choir event. She has recruited 30 students from RA Long, Mark Morris and Woodland High Schools to rehearse and perform together in March.
- Abbie Leavens serves on a statewide taskforce for Bridges to College English. Their fall meeting was held in November, during which she met with HS English instructors from Cowlitz, Wahkiakum, and Clark counties. Abbie will serve as the facilitator for the spring meeting, which will be held at LCC.
- Dawn Draus serves on a statewide taskforce for Bridges to College math.
- A new course in the College in the High School roster will be added to the winter schedule. Wahkiakum HS math instructor, Joel Stetzer, will be teaching a section of Statistics. Other CHS courses include HIST& 136 and 137, POLS& 202 (both at Woodland HS and are taught by Sherry Conditt), and ENGL 101 taught by Audrey Petterson at Wahkiakum

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- Reference & Instruction Librarians taught 32 information literacy sessions to 585 students across 12 different disciplines during Fall quarter of 2018. Additionally, librarians have fielded a total of 262 questions at the Reference Desk in the Learning Commons.
- **Guided Pathways** efforts are well underway.
 - Math faculty have drafted a plan to redesign the precollege sequence leading to the STEM College level math courses. When fully implemented, students will be able to enter at the lowest level and complete college level math in one year. Implementation will take place over two years, and will better integrate BEdA instruction. We have also submitted a proposal to College Spark in order to secure additional funding.
 - English faculty are beginning exploration of a co-requisite model for ENGL 101. If implemented, most students would be able to complete college level English in one or two quarters. Several faculty traveled to Highline College to review their co-requisite practice, process, curriculum, and potential challenges.
 - Our Guided Pathways coaches were on campus November 19th and engaged in several sessions with faculty and staff. Sessions included Advising & Intake, Data Tools, and Program Mapping. Coaches offered valuable insight on how other institutions have implemented efforts and made decisions based on data and what is best for students. They commended LCC on the work completed to date and encouraged us to continue keeping Guided Pathways at the center of everything we do.
 - The proposed steering committee structure, purpose, and responsibilities are under development. Steering Committee meetings will be held on the fourth Friday of every month from 12-4pm. The committee will consist of representatives from each Meta Major, the Math Task Force, the English Task Force, the First Year Experience Task Force, Administrative Services, the Deans, and the majority of the Vice Presidents. Executive Dean Joiner will step in to co-lead Instructional efforts during the VPI transition.
 - [LCC's Guided Pathways webpage](#) is home to various articles and research for anyone interested. The [SBCTC Guided Pathways webpage](#) is available for anyone interested in learning more.
- Instructional Council approved two practices to better support students in the classroom:
 - The eLearning office will assist DSS with ensuring ADA accommodations regarding extended test taking time in the online class environment are available to all approved students. Faculty will be notified by eLearning staff prior to extending time for approved students.
 - Online courses will be published by 10 a.m. on the first day of the quarter. If an online course is not ready for publication, eLearning staff will place an "Under Construction" banner on the page with instructions on how to contact the instructor. All other navigation links will be hidden to prevent students from accessing course content.
- Gabino Salgado completed a comprehensive campus and community resource guide for students.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- **LCC Speech & Debate team results:** 2nd Division III Sweepstakes at the Mahaffey Memorial tournament (Linfield College, 11/16-18), 1st Community College Sweepstakes at the Boxer Rebellion Tournament (Pacific University, 10/27-28)
- **LCC Drama Fall Play: *True West* by Sam Shepard** played weekends November 9 - 17 with the Friday, 11/16 matinee performance at 11:00am drawing high school students from around Cowlitz County. The story is an explosive comedy of rivalry as two bickering brothers try to sell Hollywood their version of the great American West.
- LCC Choirs are spreading good cheer and positive PR for LCC this Holiday season with our many caroling events in the community and a whimsical holiday concert on Friday, 11/30! Bella Voce carolers performed 11/23 at the Children's Justice Advocacy Center Fundraiser breakfast. Thursday, 11/29, carolers perform on campus and at Campus Towers Senior Center. Bella Voce carolers will be performing at the Civic Circle Tree Lighting Ceremony and the Festival of Nativities on 12/1.
- **25Live** reports that 611 non-section (non-academic) event occurrences were booked and took place on the LCC Campus during the month of November. This includes Meetings, Trainings, Presentations, Conferences, Athletic Games/Practices, etc.
 - 4,606 Event occurrences took place total (including academic classes) during the month of November.
- **25Live** reports that the Health & Science Building (126 event occurrences), Gym (92 event occurrences), and the Student Center (87 event occurrences) were used the most for non-academic events during the month of November.
- **25Live** reports that the expected attendance for ALL events (academic and non-academic) was 91,605 during the month of November.
- **25Live** reports that all event reservations (academic and non-academic) totaled 8,471 hours of use during the month of November.

TOPICS OF INTEREST

- Annette Ward presented "The Good Kind of Plastic", addressing brain health, for Community Conversations in Laufman Lecture Hall November 1.
- Michele Waltz presented "Neurobiology of Addiction" for Community Conversations in Laufman Lecture Hall November 8.
- CEO will graduate at least 10 students Fall quarter

Upcoming Events

- **Dec 4**, 11am, Therapy Animals Stress Release Clinic, Alan Thompson Library Building 106 - Learning Commons
- **Dec 4**, 12:30pm, Methods for Eliminating Poverty Presentation, Health & Science Building 101 - Laufman Lecture Hall
- **Dec 4**, 5pm, Math Boot Camp, Main Building 119 - Founders Room
- **Dec 4**, 5:30pm, Student Recital, Rose Center for the Arts 101/121/134 0 RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium
- **Dec 5**, 10am, ASLCC Massage Therapy Day, Student Center 120 - STC Conference Room (A,B,C Combined)
- **Dec 5**, 5:30pm, Student Recital - Vocal, Rose Center for the Arts 123 - Wollenberg Auditorium

- **Dec 6**, 8am, BUS 100: Eliminating Poverty & Homelessness in Cowlitz County by 2030, Health & Science Building 101 - Laufman Lecture Hall
- **Dec 6**, 10am, Relaxation Day, Student Center 120 - STC Conference Room (A,B,C Combined), Student Center 201 - Diversity & Equity Room
- **Dec 6**, 6:30pm, Fall 2018 RN Pinning Ceremony, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Dec 7**, 7pm, National Theatre Live Presents: Allelujah! Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Dec 19**, 7:30pm, Mark Morris High School Winter Choir Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium

AUXILIARY PROGRAM

Head Start

Recruitment and Enrollment remains Head Starts' primary focus due to ECEAP enrollment. There are currently 17 openings in ECEAP classrooms. This year's enrollment is impacted by: a low birth rate 4 years ago; minimum wage increase that has bumped some families just out of eligibility; and a generally improving economy that moved families out of range for eligibility. Due to low enrollment one class will close within our ECEAP program. Staffing resulting from this change has been addressed through attrition.

Workforce Development: Positions being actively recruited are: Assistant Director, Lead Teacher, Assistant Teacher (PTH), Substitute Teacher (PTH) and Bus Driver (PTH).

Budget Projections are showing a shortfall of \$41,000 for the ECEAP program. This projected shortfall is due to the flat funding of the 2nd year of biennial state funding and two 2% salary increases. The program is responding by only approving essential purchases; limiting some part-time hours in months where classrooms have more closures such as November (holidays and conferences); December (winter efficiency closure), and April (spring break closure); as well as limiting travel.

Early Learning Advocacy goals have been released by the Washington State Association of Head Start and ECEAP. These are key tasks for the ECEAP programs' sustainability:

Increase the ECEAP slot rate (per child) by a minimum of 16% - helps support the workforce (salary increases and increased costs for benefit). An increase will also help programs cover increased costs for goods and services.

Increase ECEAP eligibility to 130% of the federal poverty level (for a single parent with 2 kids this is about \$13 an hour working full time), and automatic eligibility regardless of income for homeless children and American Indian children.