

LOWER COLUMBIA COLLEGE
OPERATIONS COUNCIL
February 11, 2019

UPDATE ON GOALS

- I – WORKFORCE and ECONOMIC DEVELOPMENT
- II – TRANSFER and ACADEMIC PREPARATION
- III – STUDENT ACCESS, SUPPORT and COMPLETION
- IV – INSTITUTIONAL EXCELLENCE

MEETING TOPICS

ROUND TABLE DISCUSSION (if time allows)

UPCOMING and/or RECURRING TOPICS

- **March 11** – Title IX Update – Kendra and Title IX team

Membership:

Jason Arrowsmith	Kyle Hammon	Natalie Richie
Chris Bailey	Melinda Harbaugh	Guadalupe Rodriguez
Tamra Bell	Eli Hayes	Hahli Rogers
Marie Boisvert	Cliff Hicks	Kirc Roland
Paz Clearwater	Karen Joiner	Nichole Seroshek
Byron Ford	Mindy Leasure	Janel Skreen
Desiree Gamble	Mary Kate Morgan	Stacey Sowders
Marisa Geier	Sue Orchard	Kendra Sprague
VPI	Sam Orth	Theresa Stalick
Wendy Hall	Brandon Ray	Dani Trimble
Richard Hamilton	Jodi Reid	Nolan Wheeler

OPERATIONS COUNCIL REPORT – President’s Office

February 2019

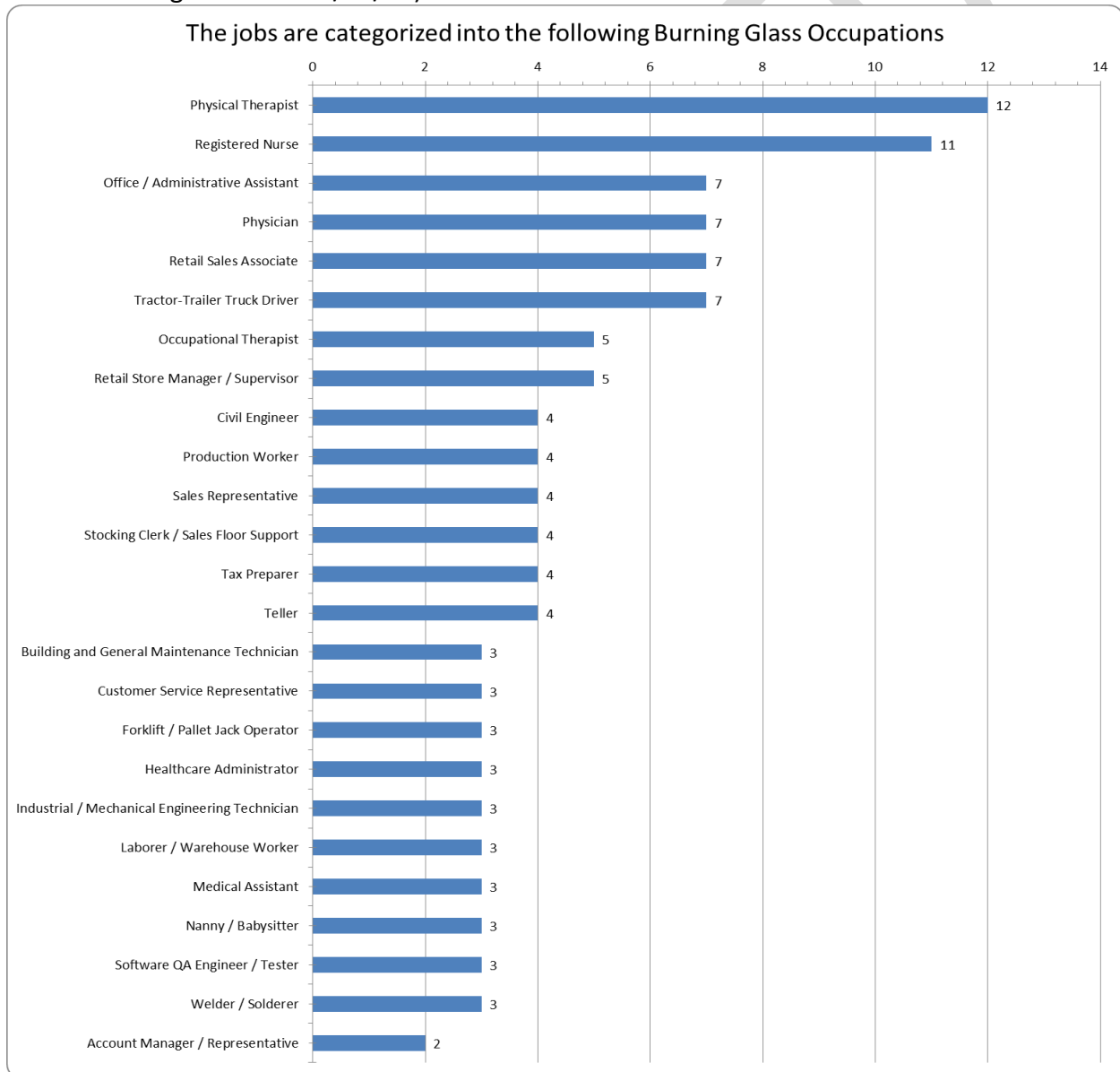
Wendy Hall, Effectiveness and College Relations

Hahli Rogers, Corporate and Continuing Education

Kendra Sprague, Human Resources and Foundation

Core Theme I: Workforce and Economic Development

- Digital and traditional marketing campaigns for the now fully online business DTA/MRP, the new Multicraft Trades certificate, and various other industrial trades programs continue.
- The top 25 job postings in Cowlitz & Wahkiakum Counties in the last 30 days (via Burning Glass as of 1/31/19):



- **Corporate Partnerships & Training**
 - Career Success Program oriented 30 LCC students. This program, funded through a grant from Workforce Southwest, provides opportunity to CSP students to meet with local employers to inquire about local jobs, learn about the application process, and build a professional network.
 - The January CDL session is full. Four participants will complete in two weeks with another cohort to begin the third week of February.
 - USNR began an internal apprenticeship program with LCC delivering the RSI. This program has 10 participants registered as machining students.
 - Northwest Motors began an incumbent worker training with six employees using CCE's eLearning platform. Training is focused on large motor maintenance and mechanics as well as electrical systems.
 - 18 students completed Franklin Covey's Project Management for the Unofficial Project Manager. Teedara Garn from the Cowlitz PUD volunteered her time to provide the training to LCC employees and area partners.
 - Nine students became certified flaggers and were able to become employed. LCC partnered with Cowlitz PUD to recertified 45 employees in flagger safety.
- **Continuing Education & Community Engagement**
 - Winter Quarter First Session enrolled 263 students in the areas of Health & Wellness, Arts & Culture, and Travel & Outdoors.
 - Better Bones & Balance has moved back to campus! We are excited to have our famous BBB class and students in the Don Talley Building Mondays and Wednesdays. BBB is an evidence based exercise class developed at Oregon State University to help people build muscle and strengthen bones. **Want to learn more about BBB? Visit <https://extension.oregonstate.edu/bbb>**
- **Career Connected Learning**
 - Visited 5 high schools for CTE Dual Credit registration; Mark Morris, Rainier, Toutle Lake, Wahkiakum, and Winlock. To date LCC has 58 articulations in place with an additional 10 requests pending approval.
 - CCL received a Perkins Leadership Grant to host events: Try-a-Trade is one of these events happening on campus May 17 to host high school students in exploring careers in the trades including a strong emphasis on Machine Technology, Manufacturing, Automotive Technology, Diesel Technology, and Welding Technology. **We are looking for volunteers to help students find their way around campus. Please email Brian DelMar if you are interested in joining us.**

Core Theme II: Transfer and Academic Preparation

- Digital marketing campaigns to promote enrollment in Basic Skills (Adult Basic Education and English as a Second Language) are underway.

CORE THEME III: STUDENT ACCESS, SUPPORT and COMPLETION

- Recent media coverage includes:
 - [LCC Speech & Debate team takes 2nd Place](#). This award means that LCC had the second best season of all community colleges in the conference. The Wahkiakum County Eagle, January 31, 2019.

- [LCC Hall of Fame: Six former Devils make up Class of 2019](#). Six individuals who found athletic success at Lower Columbia College are the latest inductees into the Lower Columbia College Athletics Hall of Fame. The Daily News, January 30, 2019.
- [Community Conversation lectures focus on food's meaning to people](#). "Beyond Survival: Food's Meaning for Us" is the topic of Lower Columbia College's winter quarter Community Conversations speaker series. The Daily News, January 10, 2019.
- [LCC Foundation honors Delores Rodman as 'Benefactor of the Year.'](#) Delores Rodman, a more than 26-year donor to Lower Columbia College, was named Benefactor of the Year for 2018-19 by the college foundation. The Daily News, January 8, 2019.
- ['Flexible enough for any apprenticeship': LCC adds one-year trades program](#). A one-year trades program that opens next week at Lower Columbia College will help raise a skilled workforce to respond to a growing need for construction and heavy industry jobs. The Daily News, January 4, 2019.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

ctcLink -

- After a positive readiness assessment, Lower Columbia College officially joined the “Deployment Group 3” kick-off of the ctcLink project on January 28, 2019. Go-live is scheduled for February, 2020. Over the next several months, a relatively small group of functional and other leads will have significant responsibilities, including:
 - Continue with business process mapping.
 - Begin Canvas training related to PeopleSoft Fundamentals and Global Design Adoption (GDA).
 - Attend meetings related to GDP and Business Process Fit/Gap (BPF) analysis.
 - Complete required data configuration and testing.
- It is not anticipated that general employee training will begin until summer 2019.
- Areas most impacted by GDA and BPF—*including but not limited to Registration, Human Resources, Payroll, and Information Technology*—will experience some interruptions to regular service over the next several months.
- In January, the most visited pages on the LCC website included (in descending order):
 - Online services
 - Students
 - Programs (main)
 - Classes
 - Calendar
 - Programs (healthcare)
 - Library
 - Technical help for MyMathLab

Foundation

- LCC’s Alumni Association’s growth continues with membership reaching 551 alumni. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in December to thank them for their continued generosity.

- The Foundation launched the annual year-end appeal with a double letter strategy, emails and social media campaign to raise funds for the College Success Fund. Both direct mail pieces went to roughly 1,275 recipients and emails went to nearly 4,000 recipients. The appeal ran through the end of the year. We raised nearly \$24,000.
- The annual scholarship solicitation was mailed to 59 donors in preparation for the 2019-20 scholarship season. The scholarship application season begins February 1st and continues through April 7, 2019. The Foundation offers more than 200 scholarships each year, with an average award of \$1,700. LCC students and prospective students complete one online application which qualifies them for multiple opportunities. Scholarship workshops will be offered on campus and in local high schools to assist students in completing their applications. Additional information can be found on the LCC website.
- This year's Athletic Excellence Celebration and Hall of Fame Induction ceremony is being held Saturday, February 2nd in LCC's Myklebust Gymnasium. Over 200 guests will participate in a tailgate themed fun-filled evening of games, a silent auction, raise the paddle and the celebration of four individuals and one couple being inducted into LCC's Hall of Fame.
 - **Leta (Guglomo) Meyer** played basketball and volleyball at Lower Columbia during 1975-1977 and then coached both sports at LCC after her playing career was over. After completing her bachelor degree at Central Washington University, Meyer came back home and served as the Devils head volleyball coach for two seasons with a record of 49-21. Meyer achieved her Master's degree from Lewis and Clark College and then completed a stellar career as coach and athletic director at Mountain View High School and Heritage High School. As an administrator, she was a member of the WIAA Executive Board and was a leader in planning and direction for the Greater St. Helens Conference.
 - **Stephen Waite** was a two-sport star at Lower Columbia where he played basketball in the winter and baseball in the spring, excelling in both during 1970-1971. Waite went on Gonzaga University where he was one of the top players on the Bulldogs squad. Waite had an eclectic working career including stints as a Boeing engineer, college administrator (Western Washington University), international engineer consultant/trainer, and middle school teacher. Steve retired in 2016.
 - **Jocelyn Price** was the head coach of the Lower Columbia College volleyball team for 18 seasons, from 1986-2006, highlighted by leading the team to the NWAC championship in 1991 where she was named NWAC coach of the year. Price had a 186-86 record in a career that included seven division titles, unbeaten league champs in 1993 and 2004, and seven division coach of the year honors. While as coach of the Red Devils, she served many years on the NWAC volleyball committee. Price is an elementary school teacher in the Longview School District. She is already a member of the NWAC Hall of Fame as coach of the 1991 champions.
 - **Dave Hall** was one of the great hitters in the storied LCC baseball program. He played two seasons at LCC (1978-1979) and helped lead the team to two division titles and a pair of second place finishes in the NWAC championships. Hall was named 1979 NWAC tournament MVP, where he set tournament records for at-bats (29) and hits (16). Hall went on to Gonzaga University for one season, where he was named All-Pac-10 North and led the Zags to the NCAA Regionals. Drafted

by the Cincinnati Reds following that huge season in Spokane, Hall played four seasons of minor league ball. An injury ended his pro career, but he never strayed far from baseball and sports as he owns and operates Willie's Sports Shop in Centralia.

- ***Betty and Larry Johnson** have been around Lower Columbia sports probably longer than anyone. Betty played on one of the first Lower Columbia women's basketball teams before conference affiliation. Following her academic career, she stayed on campus and was the longtime program director for student activities, working closely with many student athletes over the years. Betty was a mentor, confidant, supporter and fan of all Red Devil players. You can still find her not far from the bench offering support for the LCC teams.*
- *Larry spent several seasons as a golf coach at Lower Columbia. Whether as head coach or assistant, Larry was a huge factor in the successful golf teams of the 80's and 90's. Larry also has been a great behind-the-scenes contributor to the LCC softball program where he handles field preparation and other duties, freeing up the coaching staff to concentrate on the game that day. He continues to be an important part of the LCC staff to this day.*
- January gifts and pledges totaled \$269,226, which include:
 - \$200,000 from Joe Fischer for an endowment to support scholarships and business programs
 - \$35,000 from Pat Devin and Longview Early Edition Rotary for a new scholarship endowment
 - \$5,000 pledge from Jeane Moksness for Athletics
 - \$5,000 pledge from Tim Welch for annual scholarships

Human Resources

- Human Resources welcomed and oriented all new full-time and part-time employees.
- Continues to work on preparation for ctLink including mapping HR's business processes and going through the change impact analysis with Eli Hayes.
- Implemented many changes to the recruitment process and is in the midst of making additional changes. These changes will help us increase diversity in hiring and make our process more equitable and inclusive.
- Staff attended the Leading Teams workshop through DES. HR plans to apply the things learned to better support supervisors at LCC and to share resources and tools with them.
- To ensure employees are adequately informed on all LCC policies and procedures as well as federal and state laws and mandates, we assigned two on-line trainings this quarter Harassment & Discrimination Prevention and Checkpoint: Data Security & Privacy.

Wellness

- Through the Red Devil Wellness (RDW) program, the use of the Bioelectric Impedance Analysis scale on the first Monday of every month continues to be a hit. Instead of a winter quarter fun run/walk, RDW offered an indoor activity—yoga with Carrie Skerbeck. 16 attended and seemed to enjoy the workshop.

New Hires/New Assignments

1/2/19 Karen Joiner

1/2/19 Erin Mattison

1/2/19 Marco Pedroza-Bravo

1/3/19 Jennie Castle

1/22/19 Nicole Olin

Interim VPI

Assistant Director of Head Start

Non-permanent Instruction & Classroom Support Tech

Gallery & Programs Director

Accounts Receivable Tech (Fiscal Tech 3)

CANCELLED

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

February 2019

- Sue Orchard, VP of Student Services
 - 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 & Career Services is currently coordinating with Employment Security, Workforce Southwest, Goodwill Industries, and Rescare to further develop strategic partnerships to serve dislocated and low income adult students in Cowlitz and Wahkiakum counties. As part of this planning for WIOA Title I collaboration, enhancing services for students and coordinating a one stop service model will continue to be improved. Current areas for development include: co-location of staff, streamlining eligibility and funding processes, and providing more in-depth career development and job placement services. Additional partnerships related to pre-apprenticeships, on the job training, and other connections to industry and careers are also underway.
- Advising has begun working with about five students who are interested in pursuing the Multicraft Trade Certificate.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Advising hosted a College Application Day for students preparing to transfer to four year institutions in fall 2019 and 2020. Four students applied at the event to a transfer school for 2019 and 10 more planning to transfer in 2020 were connected with an advisor for further support. Partner schools in attendance at the event included Grand Canyon, Warner Pacific, and WSU Vancouver.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- The Registration office coordinated admission to the college in the high school program and registration for Math 210 (college in the high school course) at Wahkiakum High School
- Registration is working with instruction and transitional studies on implementing placement crosswalks for transitioning students from ABE math courses to college credit math courses.

- Workforce and Career Services staff presented data and student experiences regarding housing insecurity to the Washington State House of Representatives College and Workforce Development Committee regarding HB 1572. This proposed bill will provide financial assistance and case management support for students experiencing homelessness and housing insecurity.
- Disability Support Services served 114 students who are using accommodations Winter Quarter 2019, which is a 13% increase over Winter Quarter 2018.
- Outreach, Workforce & Career Services, and Career Pathways represented LCC at Winlock High School's College and Career Fair. Staff connected with students in grades 9 - 12 and their counselors, highlighting the new Multicraft Trades Certificate. High schools from South Lewis County attended (Adna, Morton, Mossyrock, Pe Ell, Toledo, White Pass and Winlock).
- Outreach, Intake and Placement, Advising, Transitional Studies and CEO represented LCC at the Hispanic Health & Resource Fair at the St. Rose Parish Center. Over 300 community members attended.
- Student Ambassadors hosted two individual tours (Nursing and Manufacturing).
- Running Start met with high school counselors from 11 different high schools (La Center, Battle Ground, Ridgefield, R.A. Long, Mark Morris, Toutle, Castle Rock, Kalama, Kelso, Woodland, Discovery) to share information about the Running Start program. The high school counselors shared some very helpful information on how LCC can support them and their students. Increased collaboration with high school counselors was discussed, as well as how to make registration and communication a smoother process for students.
- The Running Start team will start by working with Mark Morris and Kelso for pre-advising, which will include degree audits, class suggestions, and answering questions. Running Start will be at Kelso High School via phone/email on February 13 and then visiting Mark Morris high school February 14. The hope is to streamline the registration process in support of student retention and recruitment.
- Running Start social media has been more active in assisting students with finding useful information and updates. The department uses Hootsuite, which allows access to Facebook, Instagram, and Twitter on one desktop.
- A Running Start student and Phi Theta Kappa Member was accepted into the Nursing program Winter quarter 2019. This is the first Running Start student to be successfully enrolled in the Running Start and Nursing programs simultaneously.
- Running Start has revamped the academic probation process to include parent involvement, multiple progress reports, and monthly meetings. With early intervention for those students on probation, the goal is to increase the GPA and passing grade in courses to prevent further academic consequence, such as suspension from the program.

- A Running Start CANVAS page has been set up for retention efforts and will be used to share Running Start information with students. Canvas is also another form of communication between students and advisors.
- Running Start will be hosting 7 Information sessions this year including one in Spanish.
- Running Start Graduation info:
 - 143 students are scheduled to graduate either Spring or with Summer completion with an AA-DTA, AA, AAS, AS-T, DTA/MRP
 - 24 will be obtaining their high school diploma through LCC
- Retention, Counseling, Advising, Outreach, and Registration folks collaborated to call over 200 students who were at risk to be dropped from classes due to nonpayment on the first day of classes.
- Retention, Running Start, Workfirst, Career Center, TRiO, and Advising worked together to call over 200 students who had instructor alerts due to class performance since the start of the quarter.
- Student Ambassadors called approximately 100 students who were dropped from their courses due to an instructor initiated withdrawal to assist them returning for Spring 2019.
- Staff in Retention, Running Start, Workfirst, Career Center, TRiO, Counseling, Transitional Studies, and Advising coached 200 new students as they started their first quarter at LCC. Staff members used the new College Student Inventory (CSI) survey to refer students to resources and help them prepare for their educational journey. An additional 30 new students were offered similar support by Student Ambassadors.
- Advisors met with 137 students and provided 16 individual orientations.
- Advising had 40 students attend the final NSO before the quarter; the total number of Winter Quarter NSO attendees was 264.
- Pre-nursing advising is successfully working towards a goal of having 50% of their 500+ advisees have a current long-term plan on file.
- Transfer advising teamed up with TRiO and Student Programs to tour Evergreen's campus January 19th with prospective students.
- Retention and Advising enhanced the Academic Early Warning (AEW) system by assigning the same College Student Inventory (CSI) and Positive Academic Student Success (PASS) coaches to call their assigned students who received an AEW. The intent is to create seamless support and case management for those students.
- Chris Bailey and Keiko Petersen visited Japan to meet with the president of Atomi University and principals from Wako-area high schools, as well as other program partners and the incoming cohort of Atomi students joining LCC this February. The trip resulted in a second annual short-term Atomi program being added in the Summer, as well as discussion of the development of pipeline programs through Three Rivers Christian, LCC and Wako International High School and Atomi High School. Further, a mid and longer-term program for Atomi students was discussed and specific prospective students were encouraged to apply to LCC.

- ASLCC held a Welcome Week during the first week of the quarter that consisted of welcome tables with food, swag, and coffee the first two days of the week and lunches with games on Wednesday and Thursday.
- ASLCC held a movie night on Friday, January 18, in conjunction with National Popcorn day. Around 15 students attended this event.
- ASLCC held a club luncheon, club social, and several club advisor meeting sessions for those involved in clubs and organizations.
- ASLCC participated in Community & Technical College Advocacy Day on January 24th in Olympia. Students met with the staff of 5 legislators from the 19th and 20th legislative districts to promote solutions for college affordability, food insecurity, hope for previously incarcerated students, and access to affordable educational resources.
- ASLCC held a Spirit Night on January 23rd for both the men and women's basketball games.
- ASLCC held a lecture and discussion titled "Let's Talk About Race" with author Clyde Ford on January 30th. This event was well attended with over 75 participants..

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- A fiscal and program audit of the Opportunity Grant program was conducted in December. The review did not identify any areas of concern and it was determined that the college "has sufficient controls and procedures in place to ensure grant provisions are properly followed and that award funds are properly awarded to eligible students". This was the first time the Opportunity Grant program was audited since its inception in 2007.
- The Basic Food, Employment and Training (BFET) program completed an annual monitoring visit from SBCTC. The results of the visit included commendations for the program and staff in several areas, including outreach and recruitment, local policies and procedures, and grant awarding processes. A corrective action plan was not required for any areas.
- During the Visit to our international sister school, Atomi University, in Japan, 16 alumni traveled from as far away as Hiroshima to attend an Alumni gathering with Chris Bailey and Keiko Pedersen.

Dates:

- **Feb. 11-15-** Running Start Pre-Advising Sessions
- **Feb. 19-March 1-** Running Start Priority Registration

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

February 2019

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 Navigate.
- IT Services upgraded the ID badge printing application for student and employee IDs.
- IT Services setup several art classrooms in the Main Building with audiovisual equipment.

Safety & Security

- New information/procedure regarding “Service Animals” has been delivered to the security team with training from HR possible in the next few weeks.
- Shared information regarding our mass notification system and hardware usage with St. Martin’s University Director of Public Safety Will Stakelin as St. Martin’s is looking to upgrade their system(s). Also shared our trespass form/procedure with Safety and Security at Wenatchee Valley College.
- Still awaiting information from the Department of Education regarding the items submitted for approval regarding policy and training for Security Team members.
- Commencement 2019 planning has begun. Columbia Security is already onboard to provide services for our parking areas during the event.
- Planning continuing education training for security team on medical response procedures.
- Creating a routine schedule of CPR and fire extinguisher trainings.
- Submitted LCC’s annual dangerous waste report to Washington State Department of Ecology.
- Reviewing Fall Prevention Plan in collaboration with CMS.
- Revising the Accident Prevention Plan with a sub-committee of the safety committee.
- Currently seeking clarification on whether LCC is required to have a Spill Prevention and Control and Containment Plan per 40 CFR Part 112. Awaiting information for the EPA- no response yet due to government shut down (hopefully soon).
- Janel Skreen has been collaborating on bylaw revisions for Cowlitz County Local Emergency Planning Council with a task force.
- Janel Skreen and Jason Arrowsmith both completed the Project Manager Training on 1/15/19 at LCC.
- Janel Skreen has been working to complete a Mold Inspector Certification course to better serve campus in identifying mold issues and appropriate remediation.

Finance

- The Exit Meeting with the Auditor's was Tuesday, January 29th. LCC received a clean audit. Audit highlights: "All College staff are a pleasure to work with. They respond quickly to audit request and make themselves available for us when on site. We appreciate the collaborative working relationship between the College and our audit staff. Audit documentation was easy to review, well organized, and readily available. We appreciate the efforts that does into documenting new accounting standards."
- Nicole Olin was promoted to the Accounts Receivable Tech position. Kelsey Hanson will move to Accounts Payable and Jessica Wilks will be the Lead Cashier, effective February 1st.

Campus Services

Maintenance

- Maintenance is working on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- Maintenance finished building the new wall in the Student Center that separates Security's space into two distinct areas: one for Security, and one for Student Programs (who will be moving back downstairs upon project completion). This will be a better utilization of the space and improve Student Program's visibility among students. Maintenance staff are waiting on the new storefront window that will be installed on the Student Programs side. Once that is in, SP staff are all set to move into their new area.

Custodial

- Custodial is excited to announce that they have hired Lyda Stetzer as the new Lead Custodian. Lyda worked as a Lead on the custodial crew prior to leaving in 2016. We are delighted to have her back and look forward to her start date!
- Cindy Moenck continues to review the products and equipment used by the department. She is planning to switch over to all green products and has met with several vendors who have agreed to get some samples to her to try out.

Key Shop

- Tyler Quindiagan is getting used to his new role and is working on fully integrating lock/key records into Megamation.
- 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 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 make an account and see what LCC has to offer!

Capital Projects

Student Center Flooring

The contractor was supposed come back and finish the project on Saturday, January 26th,

however, they did not show. They are now scheduled to return on Saturday, February 2 to complete their work. This project has been a considerable inconvenience to the college, but we are doing everything within our power to expedite its completion. **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. Sandwiches, wraps, salads, and other grab n' go items are available in the Fitness Center as we wait for the cafeteria to reopen.**

Main Remodel Project

The Main Building Renovation Project: We are excited to announce that J H Kelly has informed us that the project is scheduled to be completed by August 1, 2019. This will allow Campus Services personnel to move everyone back in to their new spaces (yay!) by Fall Quarter 2019. Over the next two weeks, we will finalize our furniture order (classrooms, labs and offices) along with selecting paint colors for each office.

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 – February 2019

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

Core Theme II: Transfer & Academic Preparation

- Math faculty, with leadership from Dawn Draus, submitted a grant to College Spark to help support revision of STEM and Business pre-college course sequences and the development of a co-requisite course for MATH 125 and MATH 141. The grant would support the departments plan to develop a sequence allowing students to complete their first college level math course within three quarters.
- I-BEST students continue to receive twice the support and instruction with good results. Fall quarter 143 students enrolled in I-BEST classes an increase of 13.5 percent from the previous fall; 79 students, or 55 percent, earned Honors level GPAs of 3.25 or higher. Nine students earned a certificate or degree. So far, winter quarter, 165 students are enrolled in I-BEST classes, up 28 percent from the winter of 2018.
- As part of the first quarter of College Student Inventory (CSI) coaching efforts, Jill Yates, Rheannon Van Cleef and Anne-Marie Klein are working with 10 students each. They have been reaching out to their students individually to offer assistance with financial aid issues, class schedules, campus resource referrals, provide information about ABE and/or I-BEST skill-building classes and address any additional concerns the students may have.
- Rheannon Van Cleef and Jill Yates visited 23 of the face-to-face ESL and ABE classes offered by the Transitional Studies department to discuss the array of support services available to students as they progress through HS21+ and IBEST. They also highlighted various support services available on campus and in the community and assisted in connecting students with those resources when necessary.
- Due to staffing changes, Marco Pedroza-Bravo has been able to increase the number of hours he is available to support non-native English speaking students as they are transitioning from ESL and ABE into I-BEST and college level classes. Excess Integrated English Language & Civics Education (IELCE) grant funds will support Marco at 75% of full-time through June 30th.
- In an effort to increase student awareness of current community programs and resources, Transitional Studies' newest Program Coordinator, Cole Derosier, contacted the local non-profit, Pathways 2020, and ordered 250 "help-cards". Help-cards list pertinent resources ranging from alcohol/drug treatment, childcare, crisis intervention, food and clothing banks, health and wellness, and others, and have been distributed to the Transitional Studies department office, and to coordinators offering support services to students. Expanding student awareness of resources on our campus as well as those in the

wider community has a positive impact on retention and completion. Additional help-cards will be ordered in the future on an as-needed basis.

- The LCC Speech & Debate team met with transfer advisors at Western Washington University in conjunction with the WWU forensics tournament that took place January 25-27.

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Core Theme III: Student Access, Support & Completion

- The nursing faculty approved adding admission points to the nursing application for US military veterans and those currently serving in the armed forces. For International students who have an F1 student visa, similar admission points will be awarded as this population is not eligible for the health-care work experience points.
- The Learning Commons and Information Technology program are continuing to partner to offer two Tech Check Days for LCC students on January 22nd and February 13th. Students of the IT program are able to gain real-world technical experience by troubleshooting issues with LCC students' personal computers.
- Student Services partnered with the Learning Commons for a Midterm Study Night event on January 30th in the Learning Commons. Tutors and librarians were available to help students, and various workshops and activities occurred from 2:30 pm to 7 pm. One hundred thirty students signed up and 916 visitors entered the Learning Commons that day.

Core Theme IV: Institutional Excellence

- Connie Ramos, Annette Ward, and the nursing students participated in the Hispanic Health Fair at St. Rose church on January 27. The following services were provided: 40 blood pressure checks, 48 flu vaccines administered, and 67 blood sugar checks. 81 children visited the specially trained dog that was provided to teach children about animal safety.
- Instructional Council formed a sub-committee to prepare recommendations for a systematic review cycle of instructional policies and committees. This was initiated based on our accreditation visit last fall.
- Due to budget concerns, Instruction will be conducting a Program Viability review. The intent of this is to begin a systematic review of instructional programs to identify programs that may need re-energized, revised, or retired. After this initial cycle, program viability reviews will occur on a routine basis, details and frequency to be determined.
- The Guided Pathways Steering Committee held its first meeting on January 25th setting the foundation for future efforts. The committee approved bylaws, identified an executive council, created foundational principles, reviewed the grant requirements & budget, and secured a meeting schedule. Faculty leads worked with Interim Vice President Joiner to identify a model to issue special contracts for funds available 2018-2019. Various work groups were created and will submit a proposal to the Executive Council for consideration. Each work plan template will outline the deliverables associated with the project, faculty involved, and the projected hours associated with the work.
- The Fighting Smelt Speech & Debate Team just wrapped up the Northwest Forensics Conference (NFC) season, and earned the Division III Silver Sweepstakes Award. This means that LCC finished the season second among all community college speech and debate programs in the conference, which represents Washington, Oregon, Idaho, Montana, Utah, and Alaska.

- Library faculty Andrea Gillaspay-Steinhilper presented a Community Conversation on “Food: From Foraging to Domestic Science” on January 31st.
- Jana Hart and Gina Challed took two voice students to compete in Portland at the National Association of Teachers of Singing (NATS) classical singer contest and one of them: Isaac Manning, placed second in his category. He tied for first, and after a "sing-off," he placed second. He is now planning to compete in the Regional auditions.
- The 25Live scheduling team processed 4,233 event occurrences in the month of January. This included:
 - 655 non-section (non-academic) event occurrences were booked and took place on the LCC Campus. This includes meetings, trainings, presentations, conferences, athletic games/practices, etc.
 - Expected attendance for ALL events (academic and non-academic) was 38,284.
 - Facilities were in use a total of 8,028.33 hours.
 - The facilities used the most for non-academic classes, include the Gym (120 event occurrences), Health & Science Building (107 event occurrences), and the Applied Arts Building (95 event occurrences).
- Faculty Development Committee: The winter application cycle closed Jan 17th. All of the available funds have been awarded to approved applications. \$18,500 was awarded in total by the committee. 2018/2019 applications are now closed.
 - Summer 2018: 1 application approved & 0 denied/ \$279.00 awarded.
 - Fall 2018: 16 applications approved & 2 denied/ \$10,580.09 awarded.
 - Winter 2019: 16 applications approved & 5 denied/ \$7,640.91 awarded.

Topics of Interest

- Annette Ward made a presentation on brain health January 13 in Ridgefield.

Upcoming Events

- **Feb 1**, 7am, CDL Class A, Don Talley Vocational Building 202
- **Feb 1**, 8am, Meal Prep Workshop by Nadine Lemmons, Gymnasium Building 212
- **Feb 1**, 7pm, National Theatre Live Presents: Julius Caesar, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium
- **Feb 4-28**, 2pm, Scholarship Workshop, Admissions Building 120 - Career Center Lab
- **Feb 4**, 3:30pm, Fitness Specialist Advisory Committee, Gymnasium Building 212
- **Feb 4-28**, 4pm, Spin/Indoor Cycling, Gymnasium Building 210 - Dance Studio
- **Feb 5**, 5pm, Chinese New Year Celebration, Rose Center for the Arts 101/121/134 - RCA Lobby
- **Feb 6**, 3:30pm, TRIO Paint Night, Student Center 216 - ASLCC Clubs & Org Room
- **Feb 7**, 12pm, Community Conversations: Fermented Foods: Microbes Rule!
- **Feb 9,10**, 7pm, Southwest Washington Symphony Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium
- **Feb 12**, 3pm, Financial Wellness Training, Administration Building 100 - Heritage Room
- **Feb 13-15**, 9am, TIAA CREF Campus Counseling, Administration Building 114 - HR Conference Room

- **Feb 13**, 10am, Tech Check Day, Alan Thompson Library Building 106 - Learning Commons
- **Feb 14**, 11am, Club Fair, Student Center 120 A, B, C, + 122 - Cafeteria & Conference Rooms
- **Feb 14**, 12pm, Community Conversations: Battles with Food: Notes from a Journey to Overcome Emotional Eating
- **Feb 15**, 10am, Serving DREAMers and Undocumented Students, Health & Science Building 104
- **Feb 20**, 11am, Columbia Steel Information Table, Student Center 101 - Student Center Lobby
- **Feb 21**, 12pm, Community Conversations: Food and Evolution
- **Feb 22**, 9am, Safe Zone Training, Student Center 216 - ASLCC Clubs & Org Room
- **Feb 22**, 3pm, Super Smash Bros Tournament, Health & Science Building 101 - Laufman Lecture Hall
- **Feb 22, 25-27**, 5pm, Ordinary & Extraordinary People - Art Gallery Reception, Rose Center for the Arts 110 - Gallery
- **Feb 22-28**, 7:30pm, The Importance of Being Earnest, Rose Center for the Arts 131 - Theatre
- **Feb 26**, 9am, Understanding Traumatic Brain Injury, Health & Science Building 101 - Laufman Lecture Hall
- **Feb 26**, 11am, Understanding PTSD, Health & Science Building 101 - Laufman Lecture Hall
- **Feb 26**, 12pm, S'winter, Student Center 120 A, B, C + 122 - Cafeteria & Conference Rooms, Student Center 122 - Cafeteria
- **Feb 27**, 10am, Career Exploration & Transfer Fair, Student Center 101 - Student Center Lobby, Student Center 113, Student Center 120 A, B, C, + 122 - Cafeteria & Conference Rooms
- **Feb 27**, 3pm, Northwest Voices, Health & Science Building 101 - Laufman Lecture Hall
- **Feb 28**, 12pm, Community Conversations: Community Gardens

Auxiliary Program

Head Start

► **Recruitment/Enrollment:** Head Start and ECEAP continue to enroll preschool children from both Longview and Kelso School Districts and teen parents in the Longview School District. Head Start has 1-3 openings in various programs so eligible families are able to enroll in a matter of days. Parent/guardians can apply online at lowercolumbia.edu/head-start

► **Funding Applications:** Preliminary Notice has been received (pending legislative funding) of increased funding to convert 17 Early Learning Center ECEAP slots from part-day to full-day starting next September.

► **Workforce Development:** Part-time hourly positions being actively recruited are: Assistant Teacher, Substitute Teacher, and Bus Driver. Interviews for the Barnes Area Manager will start on February 11th, 2019. New Child Care WAC's are effective August 1, 2019 and will require some staff to return to school. The predicted result will be an influx in ECE enrollment at LCC.

► **Annual Self-Assessment:** The Annual Self-Assessment for Head Start and Early Learning is nearing completion. 40 participants (a mix of program staff, parents, community representatives,

and leadership team members) have analyzed program data to identify strengths and weaknesses. The leadership team meets to finalize a summary report and action plan on February 1st, 2019.

► **Strategic Planning:** Strategic Planning for the next five years is underway. The initial survey to staff, parents, and community partners of 21 topics showed the top four priorities to be:

1. Challenging behaviors in the classroom
2. Serving children with social/emotional challenges
3. Eligibility/Enrollment/Recruitment
4. Facilities

On February 8th, 2019 stakeholders will come together to explore all 21 topics in more detail, gather input, seek guidance, and identify strategies. The priorities developed at this event will be shared with Policy Council, and the LCC Board of Trustees for approval. A new 5-year Strategic Plan is a requirement in the grant request to renew Head Start/EHS for the next five years, with the grant being due in March.

► **Early Learning Advocacy** Early Learning Advocacy is happening now with the Washington State Legislature, with priorities listed below:

- **Increase the ECEAP slot rate (per child) by a minimum of 16%**
- **Increase ECEAP eligibility to 130% of the federal poverty level**