

Minutes

Operations Council – March 11, 2019

Attending: Jason Arrowsmith, Marie Boisvert, Paz Clearwater, Byron Ford, Wendy Hall, Kyle Hammon, Melinda Harbaugh, Eli Hayes, Cliff Hicks, Karen Joiner, Sue Orchard, Sam Orth, Mickey Polis, Natalie Richie, Guadalupe Rodriguez, Kirc Roland, Janel Skreen, Kendra Sprague, Theresa Stalick, Dani Trimble, Nolan Wheeler, and recorder Linda Clark.

Called to order by: Nolan Wheeler

1. MEETING TOPICS

Title IX Update – Kendra introduced LCC’s Title IX team: Sue Orchard, Janel Skreen, Sam Orth, Kendra Sprague, Jason Arrowsmith, and Mickey Polis.

The Title IX team will be providing a Spectrum of Sexual Misconduct at Work training today. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” This law was passed in 1972.

What is included in Title IX?

- Sexual discrimination/harassment
- Sexual misconduct
- Interpersonal violence
- Stalking
- Bullying/cyberbullying

At the conclusion of the training, Kendra reinforced that all employees need to be trained on harassment and discrimination. As supervisors, make sure that your staff have taken the assigned quarterly courses. Additional in-person trainings are scheduled during March and April.

2. UPCOMING AND/OR RECURRING TOPICS

Reminder: The next regularly scheduled meeting will be May 13th.

3. ROUND TABLE DISCUSSION

Dani Trimble

- The Diversity & Equity Committee is offering a Canvas course called a 21 day challenge regarding diversity and equity. The course will be launching April 10. Encourage staff to participate. Members of the D & E Committee will also be available to discuss any questions that arise.

Janel Skreen

- LCC will be hosting a training on April 24, 6:00-9:00 p.m. on high risk situations, like an active shooter scenario. This is a high quality training with nationally renowned speakers. The target audience is law enforcement, DES, K-12, and LCC staff.

Nolan Wheeler

- He explained that our projected budget shortfall of \$1.5M actually began in 2014 and is mostly due to falling enrollment. LCC saw a reduction of 480 FTE between 2014 & 2018, resulting in a reduced tuition revenue of \$1.6 M. The Executive Leadership Team continues to work on reduction scenarios. Please forward any suggestions to ELT Cabinet members.

Eli Hayes

- 36 of our staff members are engaged in ctLink, and for some, that means an additional 20-30 hours of work over and above their normal jobs. Make sure that your people look at the ctLink emails showing departments that are highly impacted and try to work around their training schedules.

Kirc Roland

- Both basketball teams made it to the elite 8. Proud of them.

Kendra Sprague

- Summer schedule starts June 24 through August 30. HR will send out an electronic form for staff to fill out. Make sure that leave slips are submitted.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

OPERATIONS COUNCIL REPORT – President’s Office

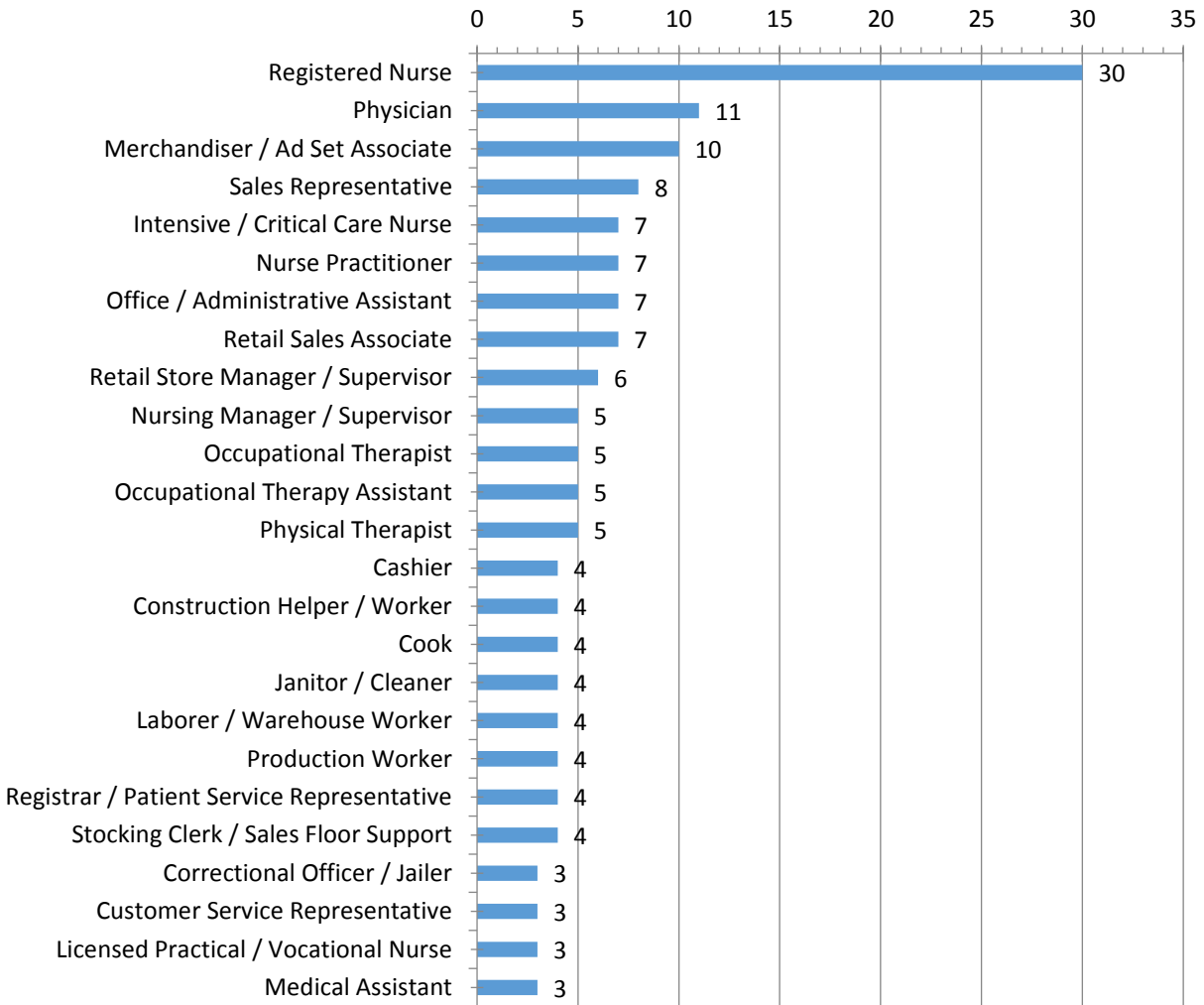
March 2019

- 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 new Bachelor of Applied Science in Teacher Education, fully online business DTA/MRP, 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 2/28/19):

The jobs are categorized into the following
Burning Glass Occupations



CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Effectiveness & College Relations rolled out new course success dashboards to faculty in February. The dashboards, located in the shared Curriculum & Program Review network folder, allow faculty to view up to five years of course success (defined as students receiving a 2.0 or better) broken out by a variety of demographic and other factors such as course modality. Math and English faculty opted to remove the “section” data element from their dashboard.
- The Instructional Assessment Committee is working on refining the Curriculum & Program Review template to remove unnecessary elements and incorporate Guided Pathways concepts such as diversity and equity and career pathways. The Committee hopes to have the new instrument in place for fall 2019.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Several projects related to the new GraduationPlus initiative were completed in February, including a “You’re In!” mail campaign to career and technical education (CTE) seniors at Kelso High School, and non-Running Start seniors at Mark Morris and R.A. Long. On May 16, LCC will pilot a “College Admissions Day” celebration at Kelso High School. Other activities related to GraduationPlus completed in February include development of a webpage, fact sheet/flyer, poster, and CTE career map (available on the [GraduationPlus webpage](#)).
- Recent media coverage includes:
 - [Famed poet will give local talk](#) -- Washington state poet laureate Claudia Castro Luna is the guest speaker at a Northwest Voices event in Longview. The Daily News | February 28, 2019
 - [LCC drama department perform Oscar Wilde comedy](#) -- “The Importance of Being Earnest,” Oscar Wilde’s 19th-century comedy of manners and social status, is being performed by members of the Lower Columbia College Drama Department. The Daily News | February 28, 2019
 - [State community college faculty salaries fall behind peer states, K-12](#) -- When it comes to salaries, Washington community college faculty are falling behind their peers in other states and the K-12 public school system. The Daily News | February 27, 2019
 - [LCC four-year degree expected to counter teacher shortage](#) -- It was inspired by a local need for qualified teachers, said LCC president Chris Bailey. The Columbian | February 22, 2019
 - [Big Dave Hall Lands in the LCC Hall of Fame](#) -- Dave Hall isn't the type of guy to bring up his laundry list of accomplishments on the baseball diamond - You just have to twist his arm a little. The Daily Chronicle | February 22, 2019
 - [LCC four-year degree expected to counter teacher shortage, boost local economy](#) -- Lower Columbia College's first four-year degree will create an employee pipeline for Cowlitz County schools to cope with a statewide teacher shortage, according to local school officials. The Daily News | February 22, 2019
 - [Portland author is the next Northwest Voices guest](#) -- Peter Rock is the guest speaker at a Northwest Voices event in Longview. The Daily News | February 21, 2019
 - [LCC announces first four-year degree with new teacher education program](#) -- In a historic announcement Wednesday, Lower Columbia College said it will add a bachelor's degree to its offerings next fall with the introduction of a four-year teaching program. The Daily News | February 21, 2019

- [LCC's ECEAP childcare program looks to service wider audience](#) -- Proposed bills in the Senate and House suggest changing eligibility from 130 to 200 percent of the poverty line, or \$33,474 to \$51,500 annual income for a family of four. The Daily News | February 8, 2019
- [Author Peter Rock featured at LCC](#) -- Lower Columbia College has announced that Peter Rock will be featured at the February 27 Northwest Voices event in Longview. The Wahkiakum County Eagle | February 7, 2019

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- The LCC website hit a new 30-day usage record on March 1, 2019 with 33,900 users. The LCC website was visited nearly 2,500 more times in February 2019 than it was in the same month in 2018. The most highly visited pages include online services, students, programs, classes, library, calendar, and technical help for mymathlab

ctcLink -

- On the ctcLink front, Subject Matter Experts (SMEs) in Finance, Human Resources, Payroll, Registration and the Office of Instruction began attending Business Process Fit Gaps sessions hosted by the ctcLink project team in Olympia in February. Because many of the sessions occur over several days, weekly notifications of service disruption are going out to employees and students. The information is also posted on the LCC website as well as in the affected areas.
- Weekly "Technology Tuesday" updates launched on February 27. The updates will contain information related to LCC's various technology initiatives. The inaugural edition provided details about how and when ctcLink training will be delivered. The state ctcLink team in combination with the State Board for Community and Technical Colleges (SBCTC) is responsible for the majority of the training, much of which will be delivered online. Live instructor-led training workshops led by SBCTC trainers based in Olympia will supplement the online training. General employee training will not begin until summer at the earliest, with the majority of training occurring in fall and winter.
- Eli Hayes and Wendy Hall provided a ctcLink presentation at the February 2019 All Staff meeting. Presentation materials are available on the [ctcLink webpage](#).

Foundation

- LCC's Alumni Association's growth continues with membership reaching 555 alumni. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts in January to thank them for their continued generosity.
- The Foundation sponsored 2018 Annual Report to the Community hit over 8,700 mailboxes on February 27th. This year's piece highlights some of our wonderful students, donors and college programs.
- The 2019-20 Scholarship season launched February 1st with more than 200 opportunities available to current and prospective students. Scholarship workshops are being offered on campus and in local high schools to assist students in completing the online scholarship application process. Students only need to complete one online scholarship application which qualifies them for multiple opportunities. This year's application period is open until April 7, 2019. Full details about LCC scholarships can be found on the LCC scholarship webpage.
- This year's Athletic Excellence Celebration and Hall of Fame Induction ceremony was held Saturday, February 2nd in LCC's Myklebust Gymnasium. Nearly 190 guests attended 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. We raised nearly \$32,000 that evening for the Athletics Excellence Fund.
- February gifts and pledges totaled \$97,977, which include:
 - \$7,000 from Stewart Dall for an annual Multicraft Trades Scholarship
 - \$10,500 Stock transfer from Benefactor of the Year, Delores Rodman

- \$7,600 from Solvay for 2018-19 and 2019-20 Scholarship awards
- \$5,000 from an anonymous donor for a Traditional Trades scholarship

Human Resources

- Continues to work on preparation for ctcLink including mapping HR’s business processes and going through the change impact analysis with Payroll. Members of the HR team attended multiple ctcLink sessions for the HCM pillar.
- 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.
- Nadine Lemmons presented a meal prep workshop. She shared her process for meal prepping, tips, tools, and more. Candace Lester, Financial Consultant at TIAA-CREF, helped employees learn how they can get a head start in their financial wellness. Candace also came to campus for one-on-one appointments with employees to help them plan for retirement, make changes, and set goals.
- This quarter, the Winter Quarter Cook-off was Comfort Food Made Healthy. About 55 employees attended and tasted a variety of tasty dishes. Jessica Harris, Steven Boyer, and Patricia Kaminski were voted top three dishes.
- The Extra Mile Award was voted on this quarter. The award goes to an individual who makes a difference, goes above and beyond what’s necessary, and exhibits outstanding dedication to their job. This year’s recipients were: Danielle Casey (Classified) and Nichole Seroshek (Exempt). .

New Hires/New Assignments

- | | | |
|-------------|------------------------------------|----------------|
| • 2/1/2019 | Fiscal Tech 2 (Accounts Payable) | Kelsey Hanson |
| • 2/1/2019 | Lead Cashier (Fiscal Tech Lead) | Jessica Wilks |
| • 2/25/2019 | Budget & Internal Controls Manager | Beth Gollither |



Operations Council Report

Instruction Division – March 2019

Karen Joiner, Interim 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

- Lower Columbia College hosted the 12th Annual Welding Competition on February 21st. This is a highly anticipated event for local high school instructors and students who share how impressed they are with safety, dedication and generosity of Lower Columbia College. Nine schools competed, with Kalama taking first, Sabin Schellenburg came in 2nd, and Mark Morris snatched 3rd. Top finishers were 1.5 points apart! The written test became the deciding factor. LCC had 13 welding students volunteer who showed composure during the event ensuring the event ran smooth. Every team received a framed photo for their school and ended the evening with pizza and soda. Eighteen local businesses generously donated various goods valued at approximately \$2500. From paint to hand tools to welding hoods all donations were awarded to competing schools for use with-in their welding programs. Kudos to Randy Byrum, Lynell Amundson, Brian Delmar & the entire Career Connected Learning & Continuing Education program for their support.

CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- In support of Core Theme II, Objective 5, Rheannon Van Cleef has been meeting one on one with all of our new HS21+ students to complete an Orientation. During these appointments, Rheannon outlines the requirements of the program and ensures they have an opportunity to ask questions or seek clarification on the fastest path towards completing this step of their education. She works with the students to create an individualized plan to complete their diploma and when necessary connects them with resources to ensure they have every opportunity to be successful. The hope is that this will allow students entering the HS21+ program to build a rapport with our staff, allowing Transitional Studies to better guide them on to their next step after completion whether that is through continuing on to college or entering the local workforce.

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- Danielle Casey provided a training for all student workers in the Learning Commons on how to effectively support students as they encounter changes created by the Windows 10 computer updates on the student computers.
- Early Learning Center's enrollment policy has changed to support the primary mission to serve LCC student parents. They are now serving 75% student parents and 25% staff/faculty parents. The ELC has 92 registered and is at capacity.
- The Early Learning Center's February Family night had 72 in attendance.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- The Office of Instruction team has been busy with participation in CTCLink project work. In the month of February the team spent over 248 hours in staff time participating in CANVAS trainings, BPFPG sessions, and completing homework assignments. A big thank you to those who have stepped up to cover responsibilities and operations.
- Instructional staff and faculty are conducting a program viability analysis for all instructional academic programs. Departments are currently formulating their recommendations on what programs need re-energized, revised, or retired. Final recommendations will be presented to the Executive Leadership Team and Instructional Council in March.
- 25Live reports that 692 non-section (non-academic) event occurrences were booked and took place on the LCC Campus during the month of February. This includes Meetings, Trainings, Presentations, Conferences, Athletic Games/Practices, etc.
- 4,544 Event occurrences took place total (including academic classes) during the month of February.
- 25Live reports that the expected attendance for ALL events (academic and non-academic) was 43,671 during the month of February.
- 25Live reports that all event reservations (academic and non-academic) totaled 8,353 hours of use during the month of February.
- 25Live reports that the GYM Building (118 event occurrences), Applied Arts Building (108 event occurrences), and the Health and Science Building (103 event occurrences) were used the most for non-academic events during the month of February.

TOPICS OF INTEREST

- Annette Ward and Vicky Soladey coordinated the Blood Pressure Clinic on campus the week of February 11. Sponsored by ASLCC, the Nursing Program, and the Medical Assisting program, this event was held as a public service and to raise awareness of National Heart Month.

AUXILIARY PROGRAM

Head Start

- Spotlight on Family Engagement: The early years of a child's life are critical times to foster bonds between children and their families and other primary caregivers, and to establish positive relationships that promote children's social, emotional, and cognitive development (Klebanov & Travis, 2015). All staff in our program have a role and responsibility for family engagement and do so by supporting growth for the following family outcomes: family well-being, positive-parent child relationships, families as lifelong learners, families as learners, family engagement in transitions, family connections to peers and community, and families as advocates and leaders.
- Recruitment/Enrollment: Parents/guardians can apply online at lowercolumbia.edu/head-start
- Annual Self-Assessment for Head Start and the ELC is complete and the Action Plan was approved by both Policy Council and the Board of Trustees in February. Program resources will be directed to improve outcomes in the following: Early Head Start center-based attendance; strengthening data collection in order to monitor outcomes more efficiently; and increasing completion of dental exams for children.
- Strategic Plan Goals for the next five years were approved by Policy Council and the Board of Trustees in February.
- In order to maintain and extend high-quality services for our community, the Lower Columbia College Head Start/EHS/ECEA program will:
 - Enhance and increase facilities. Federal classroom conversions (part-day to full-day)-required by 2021.

- Increase recruitment strategies to identify and recruit children and families most in need of services.
- Increase the integration of parent and family engagement strategies throughout all program services.
- Create a culture of inclusion that provides the resources needed for children, family and staff when social-emotional concerns and challenging behaviors are present.
- Funding Applications: The grant application for the 5-year project period for Head Start/Early Head Start is in progress. The application will be presented to Policy Council and the Board of Trustees in March prior to submittal to the Office of Head Start – Region X on March 29th.
- Facilities Update: The construction bid for the new modular building foundation is scheduled to be posted next week. Once the contract is awarded the contractor will mobilize for site work and begin this spring. The Environmental Study of the site requires a significant amount of fill, which will need to sit on site for a minimum of 60 days to settle prior to foundations being built to receive the modular. The goal is to begin classes at this new site in September.
- Early Learning Advocacy is happening now with the Washington State Legislature. The bill to Expand ECEAP Eligibility to increase the ECEAP slot rate (per child) by a minimum of 16% and increase ECEAP eligibility to 130% of the federal poverty level has been moving through both house and senate (HB 1351/SB 5437) and are being heard in both Ways & Means and Appropriations on February 27 & 28th.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

March 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 staff met with Goodwill, ResCare, and Employment Security to discuss coordination of services and to further develop partnerships in alignment with WIOA guidelines. Additional opportunities to serve students are being planned and implemented including: a co-located WorkSource staff member on campus, cohort trainings for high demand programs, and leveraging workforce grants.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Transfer Advisors hosted a College Application Day at the Learning Commons. WSU Vancouver and Grand Canyon University tabled the event as well.
- Advising hosted a visit from Grand Canyon University to meet with faculty and staff about transfer opportunities in Business
- TRiO took a group of 9 students to the Boeing Factory for a tour of the facilities. Students had the opportunity to ask questions about job prospects as well as learn what qualifications it takes to work in various positions.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- The DREAMers Taskforce led a training for campus on *Serving DREAMers and Undocumented Students*. Over 25 faculty and staff attended the training to learn more about DREAMer students and the experiences they have navigating higher education. A follow up DREAMers ally training is currently being planned.
- The 2019-20 Pell Grant will increase by \$100 for the academic year.
- The Department of Education has relaxed rules for students/parents required to submit tax information. The Financial Aid Office is now able to accept a copy of the student/parent's IRS tax form that was submitted to the IRS instead of requiring a copy of the IRS Tax Transcript from the IRS. This should ease the burden on students/parents selected for verification.
- 121 students are using Disability Support Services accommodations winter quarter 2019 compared to 101 winter quarter 2018. This is a notable 20% increase.

- Veteran Services hosted seminars on Traumatic Brain Injury and Post-Traumatic Stress Disorder by Dan Overton on February 26th. These seminars were open to the entire campus community in hopes of spreading awareness around these specific disabilities approximately 20-25 students and staff attended both sessions.
- Running Start sent out more than 1000 postcards to current high school sophomores and juniors from Toutle, Mark Morris, RA Long, Woodland and Kelso to invite them and their parents to a Running Start information session for those interested in starting Fall 2019.
- Running Start has focused on pre-advising to provide support to students and counselors alike. Due to the support and encouragement from the high schools and students, Running Start has decided to hold 2 weeks of pre-advising in hopes to capture more students from other high schools within the district.
- Running Start visited Mark Morris High school and worked with the high school counselors for Spring pre-advising on February 14th and was met with positive feedback. More than 75% of MM students attended the pre-advising session to complete their EVF. Due to the success of this event, Running Start has been invited back and will be helping out with all future pre-advising sessions at Mark Morris high school.
- Running Start worked with Toutle Lake high school and assisted with pre-advising for 18 students on LCC's campus. Comments from the Toutle Lake counselor, *"Pre-Advising has been amazing! Cuts my time by 75% easily!"*
- Student Ambassadors collaborated with the Library, TRIO, ASLCC, the Career Center, and others to host a midterm study night with pizza, childcare, tutors, instructors, and workshops on time management, test taking, motivation, and study skills. Over 130 students signed in to the event, and more than 960 people visited the library on the day of the event.
- Student Ambassadors led two individual tours for students interested in the Medical Assisting and Business Transfer programs.
- Advising represented LCC at Camas High School's College and Career Night and talked in-depth with approximately 25 students about opportunities at LCC.
- Seven Discovery High School seniors and their counselors visited LCC for a campus tour and learned about application, financial aid, scholarships, and educational pathways and resources from Student Ambassadors, Outreach, Advising, the LCC Foundation, the Learning Commons and Auto and Diesel faculty.
- Outreach, Student Ambassadors and Career Services spoke with over 100 Kelso High School seniors about Post-Secondary opportunities at Kelso High School's Senior Exit Interviews.
- Advising met with 140 students and reached out to 165 Academic Early Warning Students
- Over 180 pre-nursing students have their educational plan, putting pre-nursing advising on track to meet their goal of 50% of their caseload having educational plans by the end of Winter Quarter
- 139 PINs issued to returning students for Spring registration
- Outreach, Career Pathways and the LCC Foundation met with 12 Toutle Lake High School sophomores and seniors about educational and career pathways, Financial Aid, the new Multicraft Trades Certificate, and scholarship opportunities.

- Outreach, Running Start and Transitional Studies represented LCC at Monticello's Second Annual Parent Night; over 100 students and parents attended.
- Student Activities and ASLCC held a Chinese New Year event on February 5. Over 100 students, staff, and community members were in attendance.
- ASLCC held a Club Fair on February 14. Clubs were given a chance to recruit new students and 15 clubs were represented.
- ASLCC held a Super Smash Bros Video Game tournament on February 22. Enough students signed up to fill a 32 player bracket and a dozen others attended to spectate.
- ASLCC held "S'Winter" an event designed to bring summer to the winter on February 26. Games, summer food, and a photo booth were offered to help students relax and have fun!
- ASLCC partnered with Northwest Voices to bring in author Peter Rock for a reading a film showing on February 27.
- ASLCC partnered with The Hope Project, a community organization dedicated to advocating for survivors of sexual assault, to provide the workshop "Healthy Relationships" on February 28. While only 12 were in attendance, the dialogue was robust and educational.
- Info sessions were held by the Gamma Tau Chapter of Phi Theta Kappa from February 20-22 to inform prospective new students on the benefits of membership.
- Phi Theta Kappa extended invitations to eligible students and 18 new students have accepted membership thus far. An Induction ceremony will be held on April 11.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Advising completed the Advising Institute material for new advisor training. The hybrid class standardizes faculty advisor training, boosting their confidence and competency.
- The TRIO Annual Performance Report was completed showing how the program performed on required outcomes. To meet objectives, TRIO must have a 60% persistence (one fall to the next) rate, an 85% Good Academic Standing rate, a 35% Associate's Degree completion rate (within 3 years of the student's start date at LCC), a 25% Associate's Degree completion and transfer to a four-year university rate. TRIO not only met their objectives for 2017-2018, but far exceeded them. Their rates for the 2017-2018 academic year were: 81% persistence, 93% Good Academic Standing, 46% Associate's Degree attainment within 3 years of enrollment, and 32% Associate's Degree attainment and transfer to a 4-year Institution. These attainment levels secure the program with 15 Prior Experience Points for the 2020 TRIO Student Support Services grant competition.

Dates:

- **March 4 4-5 & 6-7 Running Start Info. Session**
- **March 12 5:30-6:30 Running Start Info. Session (Español)**
- **March 14 6-7 Running Start Info. Session**
- **March 19 6-7 Running Start Info. Session**
- **March 22 6-7 Running Start Info. Session**

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

March 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 upgraded the audiovisual equipment in the Administration Heritage Room.
- IT Services completed the access control project for HSB and the Fitness Center and began adding access control in MAN.
- IT Services continued resolving issues for the EAB Navigate project.
- IT Services completed wiring for ASLCC to move to new offices in the Student Center.
- IT Services resolved an issue with the dialer in the RCA Rescue Area so that people who require assistance are able to contact the security department.

Safety & Security

- A new state, work-study position has been created and posted for the Security Department. This position will focus primarily on parking enforcement.
- Several members of the Safety and Security Team participated in and helped facilitate a “Stop the Bleed” training on Wednesday, February 13. This training was available to many outside agencies and was well attended. Discussions on deploying the training, and requisite equipment, are pending a search for possible grant funding.
- The Oil Water Separator storage tank was pumped out and cleaned by CCS.
- Safety is offering two CPR, 1st Aid and AED trainings in the month of February.
- LCC hosted our Local Emergency Planning Council on 2/12/19.
- All dangerous waste reporting has been completed.

Finance

- The [2018 Annual Financial Statement](#) is available online.
- Staff Changes/Position Updates
 - Beth Golliver, our new Budget & Internal Controls Manager, started 2/25/19.
- Trainings/Workshops
 - 2/25-2/26: Derek attended the DES Leading Others Training in Olympia
- ctcLink BPFGE Sessions
 - 2/20-2/22: Dez, Derek, & Sherrie at SBCTC
 - 2/25-2/27: Dez & Claudia at Pierce College Puyallup, Sherie at SBCTC
 - 2/28 ½ day: Derek & Nicole at SBCTC

Athletics

- The Athletics Excellence Celebration was another rousing success as over \$25,000 was raised and six new LCC Athletics Hall of Fame members were honored. The event was a great collaboration between the LCC Foundation, Athletics and event planner Tiffany Stewart.
- Both LCC basketball teams qualified for the NWAC Championship tournament. The Red Devil women won the West Region championship on the way to qualifying. The LCC men will be making their 38th appearance in the tournament, the most of any NWAC school (by far!).
- The LCC baseball and softball teams have begun the season and both are showing that it will again be a special spring with contending teams.
- Both LCC teams again led the NWAC in game attendance. With attendance down across college and high school basketball, LCC continues to hold on to fans, making it a great experience for our student athletes.

Campus Services

Maintenance

- Maintenance staff spent about 109 hours on preventative maintenance this month, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- The storefront window was installed in the new Student Programs area (downstairs in STC) and staff have already moved in to the area. Having Student Programs back downstairs improves their visibility and services among students and makes better utilization of the space.

Custodial

- Custodial is excited to announce that they have hired Lyda Stetzer as the new Lead Custodian. Lyda started back this month and is already doing a great job! We are happy to have her back.
- 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

- 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 Student Center is now open!

Main Remodel 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 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.