

Minutes
Operations Council – May 13, 2019

Attending:

Called to order by:

1. MEETING TOPICS
2. UPCOMING AND/OR RECURRING TOPICS
3. ROUND TABLE DISCUSSION - NONE

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

Meeting Canceled

LOWER COLUMBIA COLLEGE OPERATIONS COUNCIL REPORT

May 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 updated and tested the Emergency Notification system.
- IT Services upgraded the student portal to make it easier for new students to retrieve their username and password.
- IT Services configured a secured connection for transferring ctcLink information.
- IT Services setup audiovisual conference rooms in the Administration building and the library.
- IT Services setup silent “alert security” buttons for HR and the Foundation.
- IT Services setup wireless access in the ballfield press box.

Safety & Security

- Administrative Services conducted a test of our emergency notification system, Informacast, on April 2nd. By and large the system worked as expected with a few exceptions. Those exceptions are being worked on by I.T.
- Security has only received one applicant to date for the Work Study Parking Enforcement position. The position has been re-posted.
- Security has extended the posting for a PTH security guard. They have received several applicants, but the process is ongoing.
- The increase in homeless persons wandering on to campus continues. Individuals have been found rummaging through refuse containers and dumpsters possibly looking for recyclables. Security is aware and attempting to deter this type of behavior.
- All students that are registered sex offenders have checked-in with Jason Arrowsmith for Spring 2019.
- Nolan Wheeler, Wendy Hall and Janel Skreen served in the PIO capacity for Deputy DeRosier’s procession and memorial service.
- The inter-local agreement with our off-site reunification location was updated and new signatures were obtained.
- The City of Longview Public Works conducted a walk through in order to issue LCC a new pre-treatment water discharge permit.
- Mold and other hazardous materials were abated in the Oak Terrace garages by PBS

Environmental. Leaky pipes causing the moisture are being repaired and new garage doors have been installed on the east side of the building.

- Jason and Janel will both assist with Title IX Spectrum training on April 30th for Student Services.

Finance

ctcLink BPFG Sessions:

4/1:	Claudia, Kelsey, & Leticia at SBCTC
4/2:	Nicole at SBCTC
4/3-4/4:	Leticia & Kelsey at SBCTC
4/8:	Sherie & Dez at SBCTC
4/9:	Sherie & Patricia at SBCTC
4/10-4/11:	Sherie at SBCTC
4/11-4/12:	Kelsey & Beth at SBCTC
4/15:	Sherie, Jessica, Nicole & Derek at SBCTC (need backup cashier to cover)
4/16:	Jessica, Claudia & Dez at SBCTC (need backup cashier to cover)
4/17:	Tanya, Dez, Jessica, Nicole & Derek at SBCTC
4/18:	Jessica, Nicole & Derek at SBCTC
4/22-4/23:	Jessica, Nicole & Derek at SBCTC
4/29-4/30:	Tanya & Derek at LCC, Sherie & Dez at SBCTC
5/1:	Claudia & Dez at LCC & Sherie at SBCTC

Athletics

- The LCC baseball team has shown that they will in contention for a third straight NWAC championship. The Devils are ranked second in the latest NWAC poll and are in a first place tie with Tacoma in the NWAC West.
- The LCC softball team is also a serious contender after coming up with solid wins over good teams. Despite battling injuries, the Devils are ranked sixth in the most recent NWAC poll and are in third place in the NWAC South.

Bookstore

- The Lower Columbia College Bookstore OER savings for students will eclipse the two million dollar mark in April!

Campus Services

Capital Projects

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) and our audio/video classroom equipment order.

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. JH Kelly has begun the ground work and prep for the early August modular building delivery..

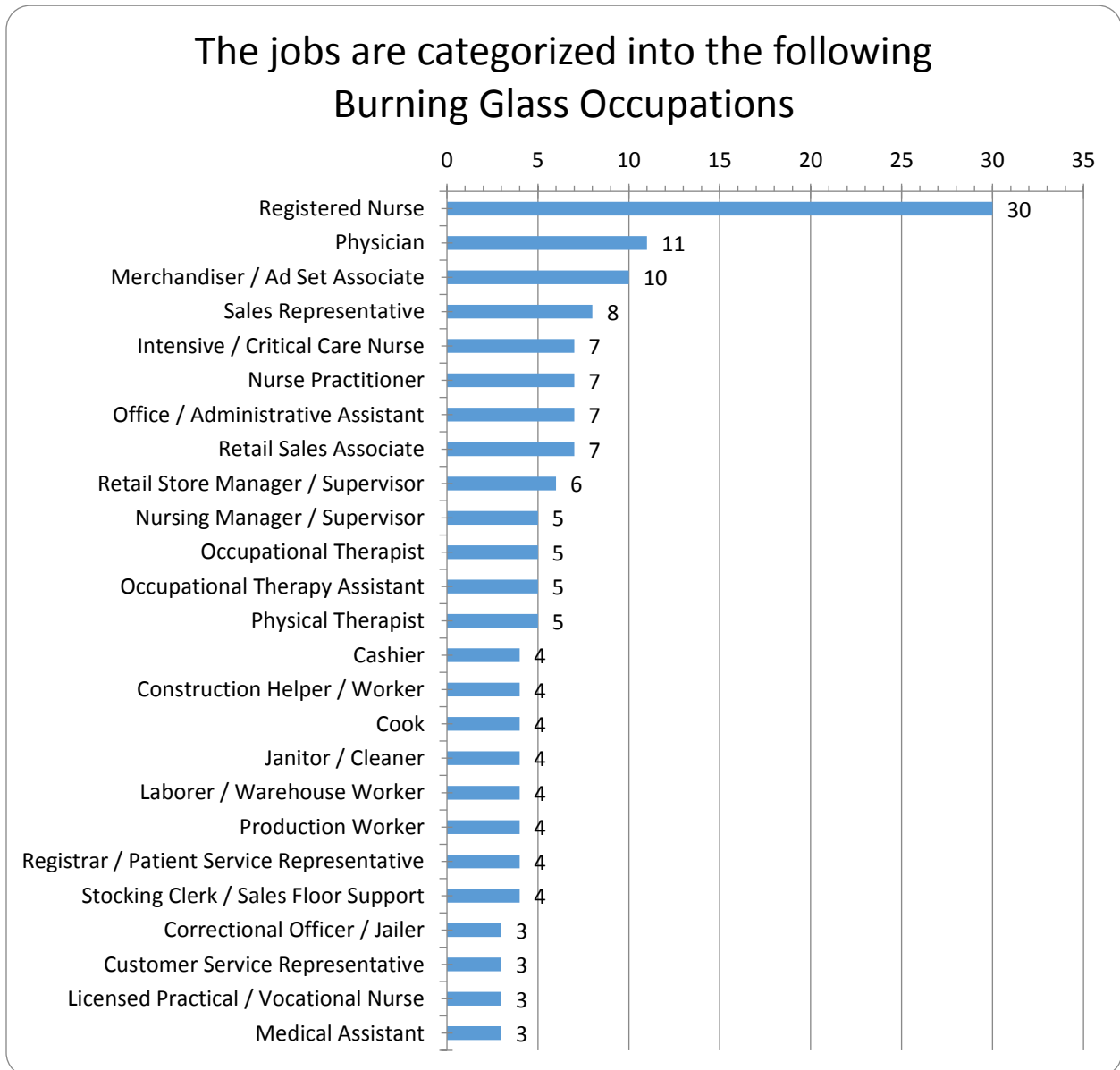
OPERATIONS COUNCIL REPORT – President’s Office

May 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

- The top 25 job postings in Cowlitz & Wahkiakum Counties in the last 30 days (via Burning Glass as of 2/28/19):



- Digital and traditional marketing campaigns for the new Bachelor of Applied Science in Teacher Education, fully online business DTA/MRP, Multicraft Trades certificate,

industrial trades, business technology, and basic skills programs continue. A special campaign to boost applications to the Medical Assisting program was launched in April.

- During spring 2019 Assessment Day, members of the Instructional Assessment Committee led focused workshops with faculty in professional/technical programs to develop plans for assessing Related Instruction (communication, critical thinking, interpersonal relations and quantitative literacy) moving forward. This is in response to the “out of compliance” accreditation recommendation we received in the fall. Professional/technical programs will no longer provide artifacts for the annual Summer Assessment Institute, but will use program-specific methodology for assessing Global Skills instead. Nursing and business will continue to participate in the institute. Faculty from all disciplines will continue to be invited to apply for participation in the event.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Work on refining the Curriculum & Program Review template continues. Redundant information has been removed, and a new data and equity section to foster Guided Pathways work has been developed. Documentation of student learning outcomes will be increasingly important when the Northwest Commission on Colleges and Universities adopts their new standards in January 2020. The new Curriculum & Program Review cycle will kick off in the fall.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- As reported on the [LCC news and media webpage](#), recent media coverage includes:
 - [Students in Need drive extended](#) - The Daily News' drive to raise money to assist students at Lower Columbia College has reached about \$20,000, about \$30,000 short of its goal. The Daily News | April 19, 2019
 - [Local author PJ Peterson presents workshop, reads from her book](#) - Local mystery author PJ Peterson is the guest speaker at a Northwest Voices event in Longview. The Daily News | April 18, 2019
 - [LCC speech and debate takes home awards](#) - The Lower Columbia College Fighting Smelt Speech and Debate Team earned several awards and other honors at the Phi Rho Pi Nationals in Reno, Nevada. The Wahkiakum County Eagle | April 18, 2019
 - [LCC invites public to celebration](#) - Lower Columbia College (LCC) has welcomed Western Governors University (WGU) Washington to the Lower Columbia Regional University Center on the LCC campus. The Wahkiakum County Eagle | April 11, 2019
 - [LCC announces Northwest Voices event](#) - Lower Columbia College has announced that PJ Peterson will be featured at the April 24 Northwest Voices event in Longview. The Wahkiakum County Eagle | April 1, 2019
 - [LCC lectures focus on sex and gender](#) - "Sex and gender" is the topic of Lower Columbia College's spring 2019 Community Conversations speaker series. The Daily News | April 10, 2019

[Local artist featured at CAA spring show](#) - The Columbian Artists Association will host its 43rd Annual Spring Show, May 10-23 at the Lower Columbia College Rose Center for the Arts in Longview. The Wahkiakum County Eagle | April 4, 2019

- [LCC partners with Western Governors University, expands continuing ed options](#) - Through a new partnership with Western Governors University, Lower Columbia College will add eight new options for students looking to continue their higher education at home. The Daily News | April 3, 2019
- [LCC, K-12 'Graduation Plus' campaign to encourage teens to enroll in college](#) - In partnership with the K-12 local school districts, LCC has launched a “Graduation Plus” campaign to offer more college-level classes in high schools. The Daily News | April 1, 2019
- ['We all need a little help': LCC grad, doctorate student applauds success fund](#) - The LCC Student Success Fund helped Misty Smith finish her associate's degree on time and debt-free. The Daily News | March 18, 2019
- [LCC student, Justin Solt, earns full-ride to George Washington University](#) - Solt's ability to be a standout on the field and in the classroom has earned him a scholarship to play baseball at NCAA Division I George Washington University. The Daily News | March 16, 2019
- Activities related to the GraduationPlus initiative continue, including a targeted mailing to the 100 students at Kelso High School who (as of early April) still did not have a post-graduation plan, and a workshop (also at Kelso High School) to assist students in applying to LCC.
- On April 17, a partnership celebration with Washington Governors University (WGU) Washington was held in the library building. Festivities included opening ceremonies with WGU Washington Chancellor Tonya Drake and Chris Bailey, and an open house for prospective students.
- Several focus groups in a variety of classes at LCC are underway to obtain student input on the college’s draft “meta major” buckets, including: Accounting, Business & Information Technology; Arts & Communication; Education; Health & Wellness; Manufacturing, Trades & Transportation; Social Science, Humanities & Public Service; and Science, Technology, Engineering & Math (STEM). Students are being asked to provide input on the clarity of the titles, how well they understand where their particular program of study fits in, and what we should call “meta majors” that is meaningful to students. Results of the study will be presented to the Guided Pathways Steering Committee in May.
- Institutional Research is finalizing a new data tool to track enrollment in online courses, including how many students take only online classes in a given quarter. The tool will be released in May.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Updates to LCC’s Key Performance Indicators were approved by the Executive Leadership Team in April and will go to the LCC Board of Trustees for a “first look” in June, with a more focused session during the summer retreat. The primary reason for the updates is to incorporate diversity/equity concepts that are an integral part of Guided Pathways. The updates also include some minor “housekeeping.” During the 2019-20 academic year, members of each Monitoring Report Review Team will participate in developing recommendations for new mission fulfillment and stretch goal thresholds.

ctcLink -

- On the ctcLink front, weekly notifications of service disruption continue to go out to the campus community, as Subject Matter Experts (SMEs) in Finance, Human Resources, Payroll, Registration and the Office of Instruction finish up with Business Process Fit/Gap sessions and complete the first cycle of data configuration. A very heavy burden has been placed on a relatively small group of individuals to complete ctcLink work related to their areas, a situation that will continue in the months ahead. Periodic “Technology Tuesday” updates containing information about various technology initiatives at LCC (including ctcLink and Navigate) are going out to all employees.

Foundation

- LCC’s Alumni Association’s growth continues with membership reaching 569 alumni. As part of our donor retention strategies, staff made phone calls, as well as thank you notes, to donors who made gifts to thank them for their continued generosity.
- The Daily News launched their 4th annual Students in Need campaign on March 17th to raise money for the Student Success Fund. Every dollar raised will go to help our most at risk students. The goal this year is to raise \$50,000, which would cover a year’s worth of relatively small grants for LCC students. Donations can be made online at tdn.com/students or by mailing a check along with the coupon printed in the newspaper. The campaign has been extended and will run through May 14th and has raised \$24,581 so far.
- Foundation Staff helped nominate TDN for the ACT partner of the Year Award and TDN won. They will be honored at the ACT meeting in Walla Walla in May!
- The Foundation hosted the annual Lifetime Donor Reception on March 18th to celebrate those who have made significant contributions to LCC. This year we added 14 plaques to the Donor Wall located outside the Forsberg Art Gallery in the Rose Center for the Arts. Of these plaques, 8 were upgrades to larger plaques and 7 were new plaques added to the wall. The beginning level for new additions to the donor wall is \$10,000 in cumulative giving. Nearly 45 people attended the event, including a student speaker, Moira Hammerburg. Moira is an LCC Trio student from Birkenfeld, Oregon. She completed her degree Winter Quarter and will transfer to Grand Canyon University on-line through the LCC University Center in the fall to obtain a degree in Elementary Education.
- Exceptional Faculty and Foundation Grant applications closed April 19th. Exceptional Faculty and Foundation Grants are intended to support projects that promote innovation, student learning and/or staff development. The Exceptional Faculty committee meets May 7th to review and begin the awarding process. The Foundation grant committee will meet before the end of May to make awarding determinations.
- May 2nd was the launch of the Employee Giving Campaign, Transforming Lives---Because of you! The goal is to increase employee participation, raise awareness and show appreciation to LCC staff and faculty for supporting the Foundation. Foundation Fridays will be hosted at various locations on campus during May and will provide employees the opportunity meet Foundation staff, learn more about the Foundation’s support of students, programs, staff and faculty while enjoying a cup of coffee and pastries. Attendees will be entered into our weekly raffle drawing and all employees who contribute to the campaign will receive a drawstring bag, be entered to win a “Sweeten the Pot” \$25 gift card to Sweet Spot drawing and a chance to win an LCC gym membership or a reserved parking spot at our final Foundation Friday, May 24th.
- The 2019-20 Scholarship application season is now closed. 512 applications were received with 81% of students completing applications. 26 scholarship workshops were held to assist students with the online application. 20 workshops on campus assisted more than 135 students. 6 workshops held at local high schools helped 78 prospective students with their applications. The

lucky winner of the Chromebook donated by ASLCC was Jayden Crape. Scholarship reviewing is underway with awarding anticipated to begin in June.

- March gifts and pledges totaled \$177,600, which included:
 - \$100,000 from Joe Fischer towards an endowed fund for business scholarships
 - \$25,000 from Joe Fischer for Art Gallery program support
 - \$15,500 from Hal Mahnke for annual scholarships to students going into law enforcement
 - \$5,000 pledge from Park West Foundation for Athletic Excellence
 - \$5,000 worth of art from Don Fuller
- April gifts and pledges totaled \$50,195, which include:
 - \$10,000 from the Cowlitz Indian Tribe for College Success
 - \$10,000 from Jim and Marianne Mitchell for scholarships
 - \$5,000 from the Kirchner Foundation for College Success
 - \$5,000 from the Park West Gallery Foundation for Athletic Excellence

Human Resources

- Human Resources welcomed and oriented all new full-time and part-time employees.
- HR continues to work on preparation for ctclink including completing ctclink homework, data validation, assessing the changes and risks for associated with conversion, and assessing current duties. Members of the HR team attended multiple ctclink sessions for the HCM pillar.
- HR facilitated a training for Head Start Leadership on best practices for the recruitment process and unconscious biases.
- HR brought Anne Gillies, Director of OSU's Search Advocacy Program, to campus to facilitate a two-day Search Sponsor Workshop for LCC supervisors. The workshop will help supervisors learn more about how their role as a search sponsor plays into diversity, equity, and inclusion in the hiring process.
- 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 spring quarter HR Policies: Employment of Family / Household Members & Employee Relationships and Clery Act.

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.
- The Spring Quarter Plant-based potluck was a fun way to honor Earth Day! There were about 17 that participated in the potluck.
- In collaboration with ASLCC and the Fitness Center, RDW put on March Madness. The bracket champs were Cole DeRosier, Marco Pedroza-Bravo, and Jill Yates.
- We are excited to be offering a CSA program again this year for faculty and staff. There are about 40 signed up for CSAs through Terralumina Gardens. Terralumina will drop produce off weekly from June to September for faculty and staff to pick up CSA shares on campus.

New Hires/New Assignments

- 3/1/2019 Area Manager, Mandy Ransom
- 3/1/2019 Director of Student Conduct & Security Services, Jason Arrowsmith
- 3/18/2019 Vice President of Instruction, Kristen Finnel
- 3/18/2019 Program Specialist 2 (non-perm), Stephanie Peerboom
- 4/1/2019 Fiscal Specialist 1 (non-perm), Krista Layton
- 4/1/2019 Instruction & Classroom Support Tech 3, Kim Luu
- 4/1/2019 Credentials Evaluator 3, Britney Deal



Operations Council Report

Instruction Division – May 2019

Dr. Kristen Fimmel, 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

CORE THEME I: WORKFORCE & ECONOMIC DEVELOPMENT

- Two additional Certificates of Proficiency were developed in the Advanced Manufacturing pathway. Production Technician, and Engineering Technician were created in response to industry demand. These new programs will help address current labor shortages in skilled trades and apprenticeship.
- LCC received approval from the Department of Education for the Applied Baccalaureate degree in Teacher Education. Applications for the first cohort are currently being accepted for the start of fall 2019.

CORE THEME II: TRANSFER & ACADEMIC PREPARATION

- Lindsay Keevy and Amber Lemiere completed an MLA handout, with an accessible version as well as a set of “cards” for active learning in the classroom; these materials are now available online via the library website. They are working on resources for in-text citations now, and there are plans in the works for sharing with individual departments across campus.
- J Haynes-Hughes and Amber Lemiere have finished drafting a shared rubric for English 101- for assessment and instruction purposes (with input from the sub-committee). A stretch goal for the Lang & Lit Department will be to make this available to any instructors who wish to use it to score or teach writing (in accordance with writing across the Curriculum principles). In addition, this work resulted in drafted revisions to 101 course outcomes, which we will continue to improve over the next year while CTC Link prevents further proposals. These revisions reflect research we have been doing in regards to other community colleges in the state.
- Abbie Leavens has been working with Bridge to College English: A group of high school teachers (around 16) from various Southwest WA school districts are coming to LCC on May 3 to visit multiple English classes, including 98/99, 101, and 110, in order to observe and hold conversation with college instructors and staff to learn how to better serve our mutual students in their transition from high school to LCC.
- Transitional Studies has been working with the math department, advising and testing to better meet the needs of students who compass below 40% on their initial math placement testing. Beginning in summer quarter, qualifying students will be given the CASAS test in the testing office. Upon completion of the test, advisors will share information about Transitional Studies classes during their advising appointments. This will create a more seamless transition for lower

level students who would like to bolster their math skills without negatively impacting their financial aid.

- Transitional Studies received a new grant to help fund instructional costs for Integrated English Literacy and Civics Education (IELCE) students in Integrated Basic Education and Skills Training (I-BEST) classes. The IELCE I-BEST grant will offset salary and benefit costs for I-BEST instructors in proportion to the number of IELCE eligible students enrolled in their classes.
- Transitional Studies is getting ready to introduce a new set of CASAS tests that is based on the College and Career Readiness Standards. Starting on July 1st, new tests will place students more accurately into classes based on their academic reading and math skills. Staff members and faculty have been training in preparation for the new tests.
- School revitalization projects are underway in Woodland. As a result, LCC's Transitional Studies classes will be moved from their existing home in the portables to the Lewis River Academy nearby. LCC will vacate the current portables by mid-June and begin summer quarter in the new location. Transitional Studies classes in Woodland primarily serve English as Second Language learners. A face-to-face meeting for hybrid students working towards their high school diploma, or equivalent, is also provided in Woodland.

CORE THEME III: STUDENT ACCESS, SUPPORT & COMPLETION

- Several members of the Language & Literature department (Abbie, Klint, J, Becky, and Hiedi) attended the Washington Center's Curriculum Planning Retreat to complete planning of a co-requisite English 101/English 098 model, to be piloted in fall 2019. In addition, J Haynes-Hughes and Becky Connolly are currently meeting with advising to explain and prepare for enrolling students in the co-requisite pilot starting this fall, 2019.
- Klint Hull and Amber Lemiere attended a state-wide meeting for equity in English 101 at Yakima CC. They are aligning our outcomes to state-suggested outcomes and collaborating with this state-wide team, currently.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- The launch of The Salal Review magazine is approaching (6/6), and they have successfully scheduled it to align with the opening of the student art show!
- Hiedi Bauer has a poem that will be published in Riggwelter's May issue. Riggwelter recently announced that they have made the Saboteur Awards' shortlist for Best Magazine for the second year running.
- Hiedi Bauer has been selected to receive the Anna Sue McNeill Assessment, Teaching, and Learning Award and will be attending the Assessment, Teaching, and Learning Conference as a result.
- **25Live** reports that 1,459 non-section (non-academic) event occurrences were booked and took place on the LCC Campus during the months of March and April. This includes Meetings, Trainings, Presentations, Conferences, Athletic Games/Practices, etc.
 - 7,064 Event occurrences took place total (including academic classes) during the months of March and April.
- **25Live** reports that the expected attendance for ALL events (academic and non-academic) was 71,596 during the months of March and April; all event reservations (academic and non-academic) totaled 14,482 hours of use during the months of March and April; **Health & Science Building** (126 event occurrences), **Applied Arts Building** (105 event occurrences), and the **Student Center Building** (94 event occurrences) were used the most for non-academic or athletic events during the month of April.

- A handful of Lang & Lit faculty members, full time and adjunct, (Abbie Leavens, Amber Lemiere, Chris Tower, Hiedi Bauer) are meeting this week for a personal, creative writer's group as a way to develop our craft and improve our understanding of teaching in the discipline.
- Northwest Voices hosted the Foundation's own PJ Peterson, who gave a creative writing workshop to students and members of the public. Florence Sage is scheduled for later in May.

Upcoming Events

- **May 1**, 10am, Gail Owen Art Exhibition, RCA 110 - Gallery
- **May 2, 9**, 12pm, Community Conversations: Sex and Gender
- **May 2**, 5pm, First Thursday - Gallery Open, RCA 110 - Gallery
- **May 2-28**, 10am, Veterans Alliance Rubber Duck Raffle, STC 101 - Student Center Lobby
- **May 6**, 9am, Search Sponsor Workshop
- **May 8**, 9am, Red Cross Blood Drive
- **May 8**, 5:15pm, Chemical Dependency Advisory Committee, Main Building 148 - Seminar Room
- **May 10-22**, 10am, Columbian Artists Spring Show, RCA 110 - Gallery
- **May 10**, 4pm, Columbian Artists Spring Reception, RCA 101, 121, 134 - RCA Lobby
- **May 21**, 12pm, "How To Help: Supporting People with Mental Health Issues" Health & Science Building 101 - Laufman Lecture Hall
- **May 22**, 3:30pm, NW Voices Creative Writing Workshop, Health & Science Building 101 - Laufman Lecture Hall
- **May 22**, 5:30pm, Outstanding Student Awards 2019, Rose Center for the Arts 101/121/134 - RCA Lobby, RCA 123 Wollenberg Auditorium
- **May 23**, 3:30pm, K12 Partners General Advisory Meeting, Health & Science Building 101 - Laufman Lecture Hall
- **May 24**, 9am, Safe Zone Training, Student Center 216 - ASLCC Clubs & Org Room
- **May 24-31**, 7:30pm, Center Stage Play Performance: Proof, Rose Center for the Arts 131 - Theatre, RCA0117
- **May 24**, 7:30pm, Mark Morris High School Spring Choir Concert, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium
- **May 30**, 6pm, Red Devil Days: Casino Night, Student Center 120 - STC Conference Room (A, B, C Combined)

AUXILIARY PROGRAM

Head Start

► **Recruitment/Enrollment:** Enrollment has begun for the 19-20 program year. Parents/guardians can apply online at lowercolumbia.edu/head-start. Once an application is processed, a team member contacts the family to obtain income information to determine eligibility. If the family is eligible then an intake appointment is scheduled.

► **ECEAP Self-Assessment** is underway. Program parents are completing a Welcome Checklist at well as a Customer Satisfaction Survey. Content Area Specialists are gathering evidence that the program is meeting State ECEAP Standards. The Leadership Team will summarize strengths and action items that will be shared with Policy Council parents and staff.

► **Funding Applications:** Supplemental federal funds were awarded to convert 3 part-day Head Start classrooms to full-day classrooms. Two of these full-day classrooms will be in Kelso and one will be in Longview.

► **Facilities Update:** Site work has begun for the newest center in Kelso. The Environmental Study of the site requires a significant amount of fill and that fill will need to sit on site for a minimum of 60 days to settle prior to foundations being built to receive the modular. Classes at this new site begin in

September. A Celebration will be held on June 5th at 9am to share the site and building plans. Join us at 1601 Bowmont Avenue in Kelso.

► **Early Learning Advocacy** was very active this session at the Washington State Legislature. Interpretations are still being completed to know the full impacts to each program.

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

May 2019

- Sue Orchard, VP of Student Services
- Dani Trimble, Workforce & Career Services
- Nichole Seroshek, Registration
- Stacey Sowders, Outreach and Enrollment
- 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

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

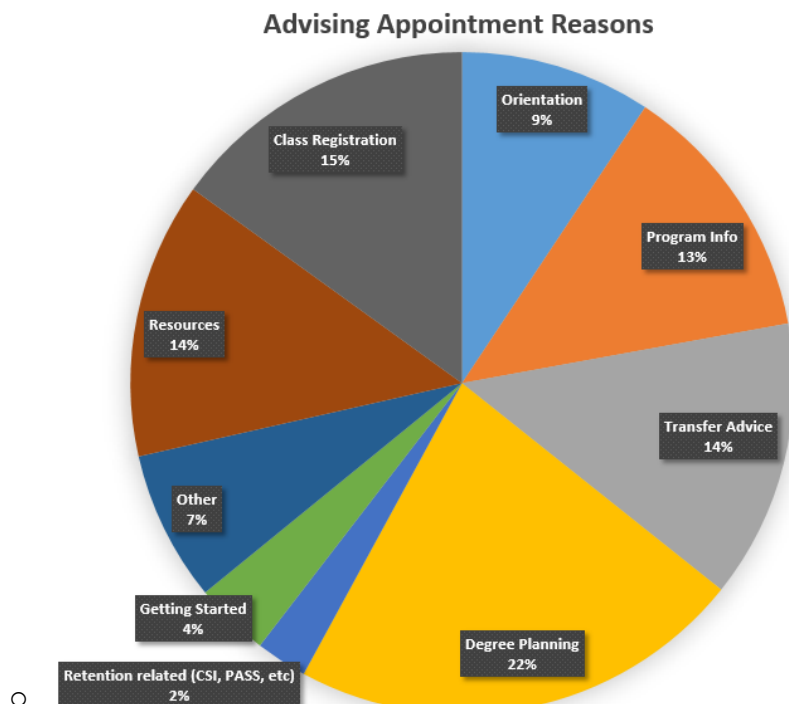
- Outreach and Workforce and Career Services represented LCC at the Cowlitz Business Expo hosted by the Kelso-Longview Chamber of Commerce. At this event, LCC academic programs were promoted and staff networked with local industry representatives to increase employer engagement initiatives.
- Workforce & Career Services staff are continuing to collaborate with Workforce Southwest and WorkSource to provide integrated services for low income and dislocated workers in our community. As part of these efforts, negotiations are underway for the 2019-2020 Infrastructure Funding Agreement (IFA) and outline how LCC will contribute to the workforce development system. As part of this work, WorkSource staff are currently co-located on campus one day a week, which will increase to full-time in the Fall quarter to provide students with more coordinate services and support.
- Workforce & Career Services staff represented LCC in evaluating the RFA proposals for the WorkSource operator and WIOA services contracts through Workforce Southwest. This competitive bid process is part of the public-private partnership that provides business and case management services through WorkSource.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- Workforce & Career Services and Advising & Testing hosted the second annual Career Exploration and Transfer Fair on February 27th. This event provided students with career exploration activities, information on LCC programs of study, and an opportunity to meet with representatives from transfer universities. In addition to LCC faculty and staff, 87 students attended the event.
- International programs had its first student admitted to the University of California - Davis, continuing the upward trend of graduates being admitted to increasingly selective transfer institutions.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Opportunity Grant continues to support students with career development, financial aid, advising, and other intensive services for students. In Spring quarter alone, the program was able to provide over \$100,720 in financial aid, which covered tuition, fees, books, tools, and emergency aid to students.
- In Winter quarter, Opportunity Grant students achieved a 3.35 average GPA and the overall retention rate for the program was over 90% for the 2017-2018 year.
- 285 Students attended New Student Orientations for Spring Quarter
- 230 out of 360 PINs were issued to pre-nursing advising students - most were done electronically through a check-up on Spring Quarter class plans and how it fit into their ed plan
- Disability Support Services proctored 189 exams winter quarter 2019 compared to 143 exam winter quarter 2018, which is a 32% increase in one year.
- 36 students with disabilities accessed priority registration spring quarter which is a notable rise. DSS attributes this to additional outreach to students approved for this accommodation.
- In an effort to improve students' comprehension of their programs of study, over 350 1-year ed plans were created for new and returning students that signed up for Spring NSOs
- Approximately 50 students identified through Academic Early Warning were reached out to in late February - the next round of calls begin this week (4/22)
- Pre-nursing advising exceeded their Winter Quarter goal of at least 50% of their advisees having an educational plan
- Advising and Testing Advised 382 students in one-on-one appointments:
 - Current Students - 203
 - New Students - 114



- Returning Students - 64
- Outreach and Career Services talked to parents and students at Mark Morris High School's student-led conferences.
- Outreach and Faculty from Automotive Technology, Welding and Manufacturing represented LCC at the NW Youth Careers Expo in Portland, OR, speaking with over 100 high school students from Oregon and SW Washington attended the event.
- Outreach and the Student Ambassadors attended College Planning Day at Clark College, and presented about opportunities at LCC to four groups of 15-20 high school juniors and seniors from SW Washington.
- Outreach, with support from Student Services, hosted over 600 sophomores from areas high schools at the Sophomore Career Fair, giving students the chance to learn about a variety of careers from 50+ area professionals.
- Outreach and the Student Ambassadors hosted 180 seventh graders and 12 teachers/chaperones from Cascade Middle School for a campus tour. Students received a welcome in the Rose Center, and then had a chance to learn about opportunities and resources at LCC services from Auto and Diesel Faculty, Fitness Center, Career Center, Running Start staff, and Learning Commons tutors and staff.
- Outreach and the Student Ambassadors hosted 60 fifth graders and five teachers/chaperones from Wallace Elementary School for a campus tour. Students toured the Health and Science Building, did a scavenger hunt in the Library, completed a fitness challenge in the Gym, and had a chance to learn about why college is important from Career Center staff.
- Outreach and Workforce Services represented LCC at Wahkiakum High School's Career Day. Students from Wahkiakum and Naselle middle and high schools were in attendance.
- Staff from Outreach, Opportunity Grant and Advising attended a Financial Aid "Train the Trainer" event at St Martin's College to support student access, hosted by the Washington Student Achievement Council.
- End of April events for Outreach include:
 - An application workshop for graduating Kelso High School seniors with no post-secondary plan
 - Tours for Longview Public Schools McKinney-Vento students, Castle Rock Middle School AVID students, and Wahkiakum 7th graders.
- International programs welcomed two new international students for Spring quarter, one from Japan, and another who is a dual citizen of Nigeria/Belize.
- International programs had a 96% retention rate from Winter to Spring, losing only one online student, and one student transferring after being admitted to Brigham Young University.
- Running Start had 86% of students pass with GPA of 2.00 or above Winter quarter
- Running Start students are not always given enough credit or acknowledgement for their hard work, dedication and accomplishments, therefore the team decided to feature LCC's current Running Start seniors on social media (Facebook, Instagram and Twitter). This has been a big hit with our students and parents and even the high schools.
- Running Start held 8 information sessions, including one in Spanish, throughout March and April. This year it was decided to have a student panel made up of 2-4 current

Running Start students. Positive feedback was received by future RS students and parents, as it allowed them the opportunity to hear the opinion and received feedback from a current student in the program.

- At the Information session, Running Start decided to also provide families with LCC and RS application so they could turn them in at the end of the information session. This helped remove a barrier for most students, as they didn't have to go online and create and account and then apply.
- In an effort to become more visible to students, the Student Activities office moved to the first floor of the Student Center in March.
- Student Activities and ASLCC presented a robust series of programs throughout March and April, including:
 - "Should I Still Watch This Show? Pop Culture in the Me Too Era" Lecture and discussion on March 5th that saw 15 participants.
 - International Women's Day Panel on March 8th attended by around 20 people.
 - "The Book of Mistakes" lecture and workshop with author/illustrator Corinna Luyken on March 12th attended by 32 people.
 - Mario Kart tournament with 18 participants on March 14th.
 - Raffle in collaboration with the Tutoring Center that incentivized tutor visits the week before finals.,
 - Finals week relaxation events including bath bomb making, candle making, and massages.
 - Spring Bowling night on April 11th. Over 35 LCC students and their families showed up to bowl.
 - Glow-In-The-Dark Roller Rink Night on April 17th. A highly successful event that saw 112 people check-in to skate on a temporary roller rink setup in Myklebust Gymnasium.
 - 17 students attended "Washington's Undiscovered Feminists" lecture and discussion on April 16th with artist Mayumi Tsutakawa.
 - ASLCC's Earth Day speaker Dr. Brian Henning from Gonzaga University presented "Heating Up: The Ethics of Climate Change" on April 22nd. 62 students, staff, and faculty members attended this events. ASLCC handed out potted plants afterward to attendees.
 - In conjunction with Sexual Assault Awareness month, ASLCC held an awareness event with THE Hope Project on April 23rd that discussed consent and methods for bystander intervention. While only 6 students attended, the discussion was meaningful and education.
- ASLCC has been holding weekly informational sessions throughout April for prospective candidates for ASLCC 2019-20. Applications are due on Friday, May 3rd by 5pm.
- ASLCC Hall of Honors Applications are out now and are also due Friday, May 3rd by 5pm.
- ASLCC has been meeting weekly to prepare a budget recommendation for Service & Activities Fee revenue for FY20. The final draft of this recommendation will be brought before the Board of Trustees during their May meeting.
- ASLCC will attend Student Voice Academy on May 3-4 to prepare a legislative agenda for the 2020 legislative session.
- TRIO hosted a Financial Literacy workshop on April 16th with 8 students attending.

- The Multicultural Club took 10 students and 1 adviser to Yakima, WA for the 29th Annual Students of Color Conference. This conference is the only one of its kind in the nation for Community and Technical College students and 60 LCC students have attended in the past five years.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- The draft cohort default rate was released at the end of February 2019. LCC's rate has decreased from 23.3 to 15.7%. Final rates will be available in September 2019.
- The Registration office has attended 6 sets of ctLink business process fit gap sessions during the months of April and May.
- The Registration office is completing ctLink data validation for Bio/Demo data converted during cycle 1. Cycle 2 conversion files and configuration assignments will be completed by 4/24.
- The Multicultural Club advisor John Killian has been serving on the planning committee for the Students of Color Conference for 5 years now, and was recently nominated for a leadership position within the council.
- The ctLink Academic Advising build session (replacement for degree audit) is scheduled for May 2.
- Registration office staff are coordinating with BAS-TE program staff on credentials evaluation to support the BAS-TE selective admissions process.
- Kristy Gutierrez and Byron Ford presented on LCC's Advising Institute to 20+ CTC advisors and UW staff 4/19 at UW-Seattle
- In an ongoing effort to improve advising for students, an online class, the Advising Institute, was finished and is available as a resource for faculty advisors. Resources range from an intro to advising to the specifics of LCC.
- Mary Kate Morgan presented at "Together We Can" conference on March 14th which focuses on transitioning individuals with disabilities in Cowlitz County post K-12.
- Disability Support Services participated in the Mark Morris transition fair March 14th by offering handouts to students in an effort to help them transition knowing the differences in accommodations offered in higher education.
- Sue Orchard, Byron Ford, and Dani Trimble presented on "Holistic Student Supports: Redesigning Advising for Every Student" at the statewide Student Success Institute in Spokane on April 11.
- EAB consultant Bridget Hubbard made her third trip to LCC on March 18 to provide an overview of Navigate's advisor platform. The event had 62 attendees from Student Services, Instruction, and Administration.

Dates:

April 26-Last day for a 50% tuition refund

April 30-Last day to apply for spring graduation

May 6-Summer quarter registration begins

May 24-Fall quarter priority registration begins for qualifying veterans and veteran dependent students

May 28-Last day to apply for summer quarter admissions (degree and certificate students only)

April 25- Running Start Early Bird Application Deadline

May 13- Running Start Current Student registration begins

May 20 Running Start New Student registration begins