

Minutes

Operations Council – October 12, 2020

Attending: Chris Bailey, Nolan Wheeler, Sue Orchard, Kristen Finnel, Wendy Hall, Kendra Sprague, Richard Hamilton, Karen Joiner, Melinda Harbaugh, Jason Arrowsmith, Robert Cochran, Brandon Ray, Alyssa Milano-Hightower, Marie Boisvert, Nichole Seroshek, Byron Ford, Janel Skreen, Kirc Roland, Tamra Gilchrist, Mindy Leasure, Paz Clearwater, Natalie Richie, Sam Orth, Desiree Gamble, Jennie Castle, Dani Trimble, Theresa Stalick, and Magnus Altmayer. Recorder Bryanna Smith.

Called to order by President Bailey

1. MEETING TOPICS

Title IX Policies and Procedures: Vice President Kendra Sprague

- New Title IX federal regulations went into effect August 14 and all higher education institutions had to make changes to be in compliance
- The Board of Trustees adopted an emergency rule for the college to be in compliance with the Code of Student Conduct changes until the formal rule making process can be complete (which is now in process)
- The first policy being updated is Policy 235, nondiscrimination and anti-harassment
 - There is an identical policy (425) and the committee is recommending to repeal the WAC (leaving policy 235 only), allowing easier change through the colleges own governance process
- Also proposed are procedures 235.1A, 235.2A and 235.3A, which are required by the new federal regulation
 - More narrowly defines what sexual harassment and discrimination are and defines what a title IX administrator is
- New regulations could have a chilling effect on Title IX complaints
- Cases that don't fall under these tighter guidelines can be investigated through the Institutions policies
- Vice President Sue Orchard explained that it remains important for employees to report as usual and the Title IX coordinators will figure out proper procedure to follow
- Dani Trimble inquired about the role moving forward about the role of the bias response team

DRAFT Policy 221-Respectful Workplace Policy: Vice President Kendra Sprague

- The second directive from the governor was to develop some new workforce policies
- While this directive was binding for state agencies and optional for higher education, LCC will follow the directive
- The only recommended policy that LCC did not have already in place was a respectful work environment policy, which is drafted in policy 221 for review, suggestions and approval
- The model for the policies was received from OFM
- Will be receiving feedback from UMCC and Governance Council and then the policy will be sent out for campus review

Budget & Enrollment: President Chris Bailey

- The legislature has not reconvened at this time so there is not much new information

- The State revenue forecast has improved
- The LCC budget that was projected and submitted in September seems adequate at this time
- LCC has had a significant fall-off in enrollment, down 16% for the year overall

2. UPCOMING AND/OR RECURRING TOPICS

3. ROUND TABLE DISCUSSION -

- Nolan Wheeler: The renovations in main 118/119 are almost complete. Lower Columbia College will be participating in “The Great American Shakeout” on Thursday, October 15. Those on campus should expect to hear the alert.
- Kirc Roland: The entire athletics department is very appreciative of being back on campus. Student athletes are following all COVID safety protocols to ensure the ability to remain practicing on campus.
- Wendy Hall: The media has inquired about the opening of the library. Richard noted that the second floor of the library is about 95% complete and the next step is the removal of the staircase which is currently delayed. Nolan mentioned that a WIFI café has been opened in the Student Center to support students while the library is under construction.
- Richard Hamilton: Capital projects in Main 118/119, the library and roofing projects are well underway. A storage facility project will also be occurring soon. The custodial department is continuing to order and stock COVID-19 safety/cleaning supplies.
- Karen Joiner: COVID continues to have an effect on clinical placements for nursing students.
- Jason Arrowsmith: Appreciates all staff being so flexible and supportive of the security team during this time.
- Kendra Sprague: Cabinet had an executive level ethics training which prompted an ethics reminder to be sent to campus. The “Give More 24” and virtual Gala events were very successful for raising funds for LCC.
- Brandon Ray: The helpdesk team has continued doing a great job of shuffling laptops in and out of the office. Continuing to troubleshoot issues with ctLink.
- Alyssa Milano-Hightower: The bookstore staff completed a transition to a new point-of-sale system within two months. This new system is slowly assisting in the store’s processes becoming a lot more efficient.
- Melinda Harbaugh: There is now a “Drop-In WIFI Hotspot” being offered for student use in the Student Center.
- Jennie Castle: The summer and early fall gallery shows were canceled due to the artists not being able to participate. A higher quality virtual production, using recording booths, will be created for upcoming gallery shows.
- Robert Cochran: The LCC drama department was able to purchase a new light board with grant funding, replacing a system more than a decade old.
- Dani Trimble: LCC has finished allocating and distributing the rest of the CARES funding, totaling nearly one million dollars. In summer quarter, 26% of students received emergency aid. Although that funding has been exhausted, some emergency aid is still available. The team will continue directing students to emergency support systems and are trying to make the food pantry more accessible in the COVID environment, following all safety procedures.
- Theresa Stalik: Instruction is continuing to add face-to-face courses/elements as allowed.
- Tamra Gilchrist: The presentation for the new BAS program will be occurring on Wednesday and the new part-time cohort is moving into their second quarter this fall. The state board has released a professional technical restart grant.
- Natalie Richie: The instructional department is working towards finalizing the winter schedule and are restructuring how the schedule is built. The Early Learning Center is looking to fill spots

in their infant room. The fall in-service week received a lot of positive reviews and many staff members requested that sessions be held in a hybrid modality in the future.

- Marie Boivert: Currently have 22 enrolled international students and another 7 joining for winter quarter. The Study Abroad programs are on a “wait and see” basis at this time.
- Nicole Faber: A lot of targeted outreach to students is occurring at this time.
- Byron Ford: Currently, 33.1% of applicants are becoming enrolled new students, which is a higher percent than last year. Working on reaching out to students in a more planned and systematic way. The new student orientation has been revamped, which should help the onboarding process. More information will be coming soon on the Advising Re-design plan.
- Mindy Leasure: Been serving children both in-person and remotely since the beginning of September. Have taken advantage of different CARES Act funding sources to provide support to families.
- Nichole Seroshek: There are still many things needing to be worked out in regards to ctLink implementation.
- Desiree Gamble: There have been many challenges in the finance department with the many ctLink conversion issues. Finance trainings for staff are being developed.
- Janel Skreen: Guidance is continuing to change and safety operational plans will continue to be updated as needed.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

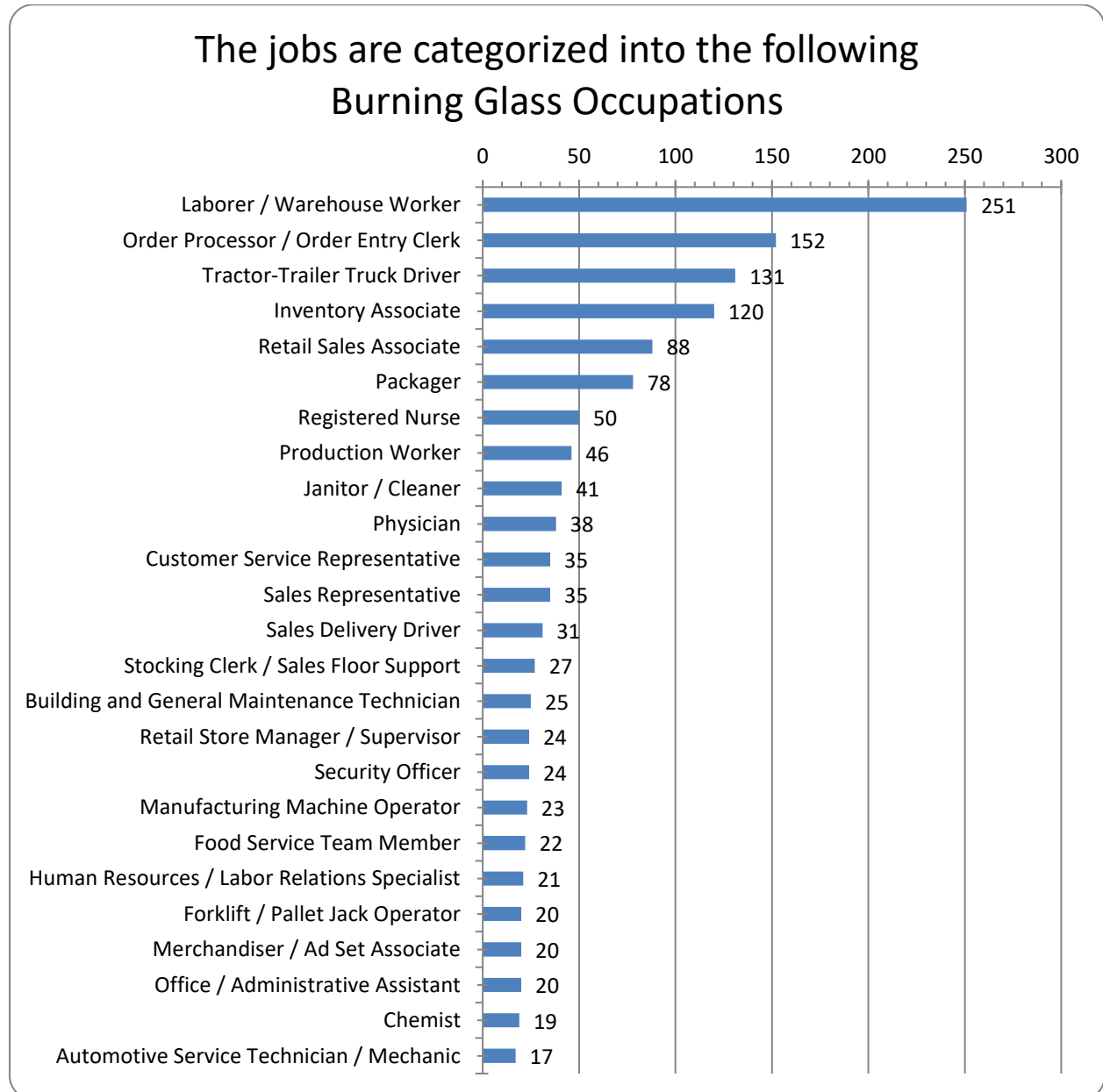
OPERATIONS COUNCIL REPORT – President’s Office

Operations Council Report for Effectiveness & College Relations

Core Theme I: Workforce and Economic Development

Labor Market Data

The top 25 job postings in Cowlitz & Wahkiakum counties in the last 90 days (via Burning Glass as of 09/30/2020):

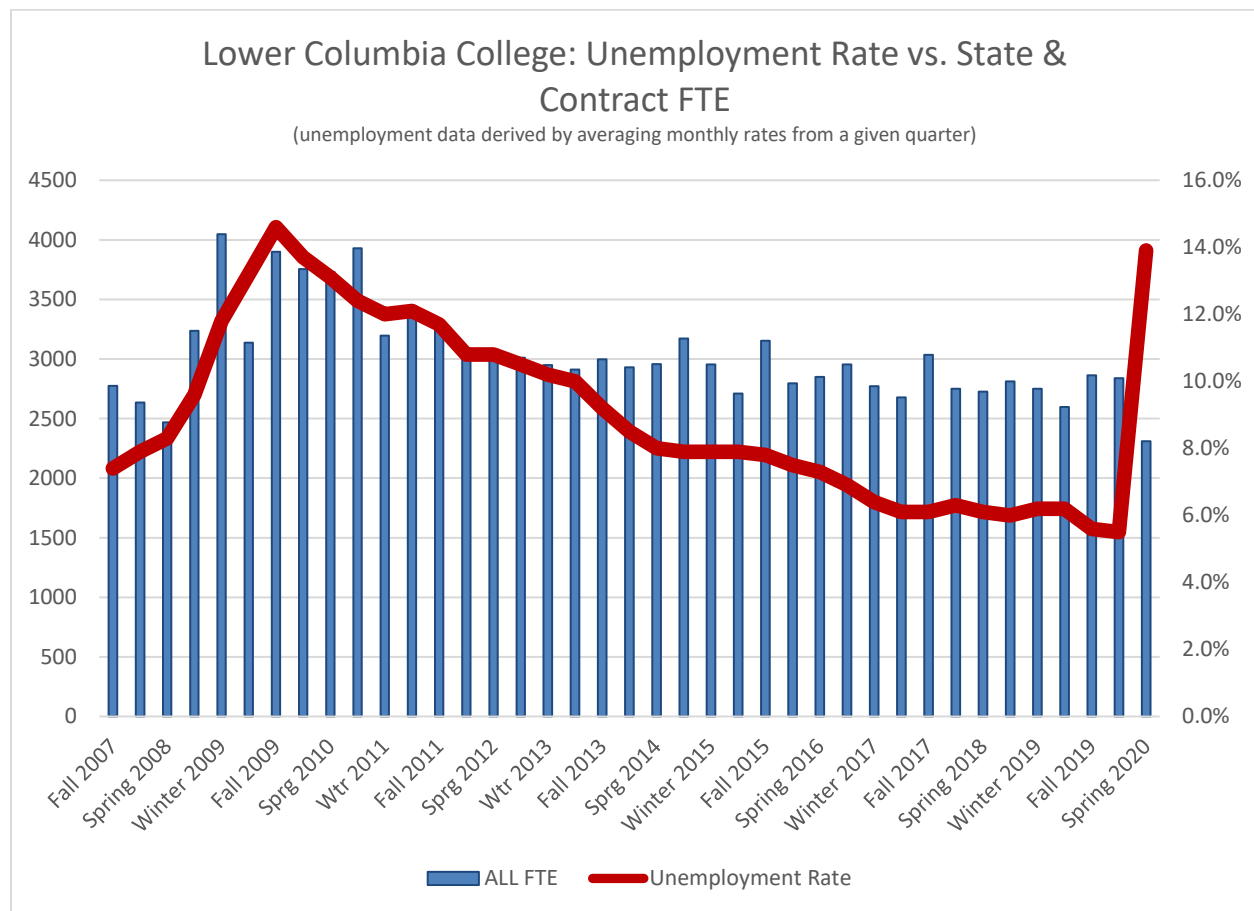


Professional/Technical Marketing Update

- In July, LCC signed a contract with a marketing vendor for most advertising purchases. Because the vendor receives a discounted price on all purchases that exceeds their fees, we were able to increase the reach of our advertising dollars by two and a half percent.
- The second wave of our fall quarter marketing campaign ran from July 1 to September 10 and included promotions on Google, YouTube, Facebook, Instagram, streaming television, two newspapers, local radio, and included a direct mail campaign. Featured professional/technical programs included accounting, business, auto, multicraft trades, diesel, machine trades, IT, and welding. Engagement through Google advertisements was particularly high.
- The “Rock Enroll” campaign ran from the end of August through mid-September as a late push for fall enrollment, and included signage, radio and newspaper advertisements.

Enrollment and Unemployment

LCC’s enrollment declined in spring 2020, in spite of a substantial spike in the unemployment rate that has been attributed to the pandemic. Although not reflected in the chart below, which doesn’t include summer quarters, summer FTE (all funding sources) was down about 14 percent compared to last year.



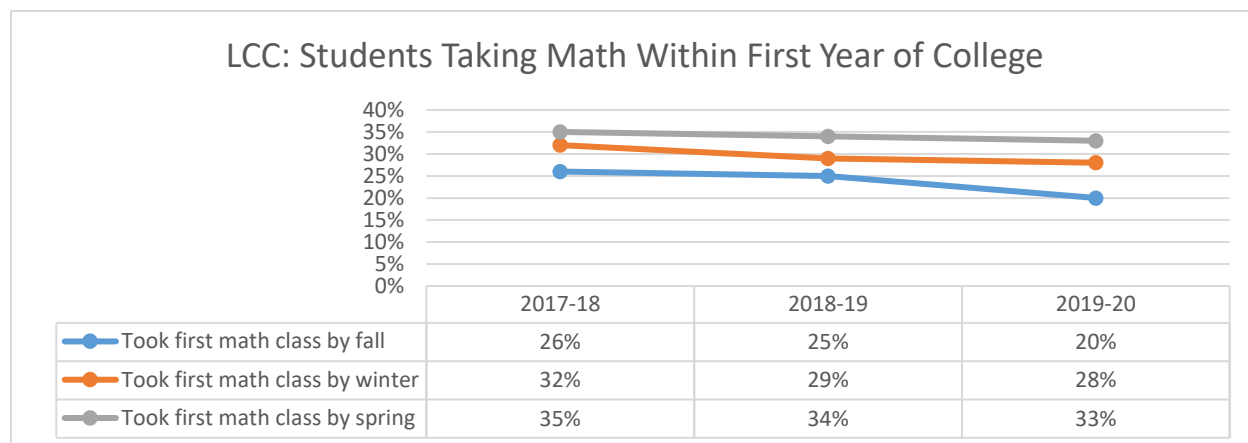
Core Theme II: Transfer and Academic Preparation

Transfer and Academic Preparation Marketing Update

- Marketing for Transitional Studies enrollment occurred in spring and summer quarters (radio, newspaper and social media), and continued into the start of fall quarter.
- New marketing collateral was developed for Science Technology Engineering and Math (STEM), the Performing and Visual Arts, and Social Sciences in September and will be used in future marketing campaigns on YouTube, social media, and streaming television. In particular, STEM will be emphasized due to concerning enrollment declines in some STEM disciplines over the past few years. Declines in STEM disciplines between 2018-19 and 2019-20 include:
 - Geography (-52%)
 - Astronomy (-50%)
 - Earth Science (-38%)
 - Computer Science (-24%)
 - Environmental Science (-19%)
 - Engineering (-19%)
 - Math (-13%)

Math Enrollment Patterns

LCC has increased the proportion of students starting in college level math from 46% to 75% over the past three years, primarily due to changes to placement practices. However, the proportion of students taking math in their first year is declining. This is contrary to Guided Pathways requirements to increase the proportion of students taking their first college level math class by the end of year one.

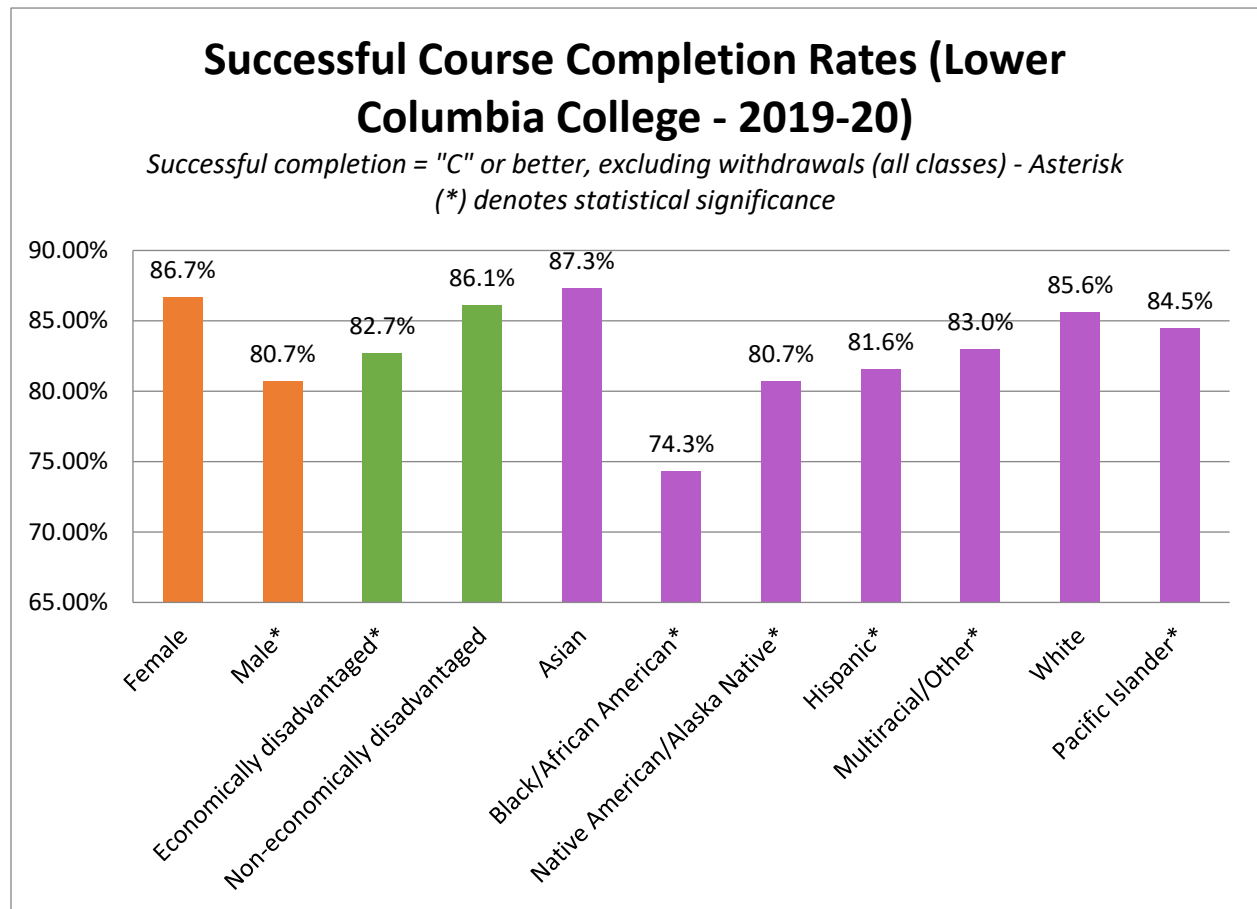


Core Theme III: Student Access, Support and Completion

Assessment Update

The Instructional Assessment Committee set the stage for a year-long focus on reducing equity gaps during fall 2020 assessment day activities. Following a series of faculty presentations on the topic, institutional equity gap data in relation to course success (chart below) was shared. Faculty were asked to review their own course success data using data dashboards and formulate action plans designed to reduce equity gaps. Institutionally, there are statistically significant gaps in course success between white students and all non-white groups except for Asian students (who typically have higher rates than

white students). Males successfully complete courses at a much lower aggregate rate than females, and economically disadvantaged students fall statistically significantly behind their non-economically disadvantaged peers. Note: course success is defined as earning a “C” or above.



Changing Enrollment Patterns

The impact of the pandemic on enrollment, and to a lesser extent our conversion to ctcLink, may not be fully understood for quite some time. We do know that fewer students are enrolling right now. At 10th day in fall, headcount was down about 19% from the end of the quarter last fall. The gap will decrease as we continue to enroll Transitional Studies students throughout the quarter. We also know that enrolled students are taking about a credit less per person, on average, than they did last year (11.83 vs. 12.79 credits). Whether or not there will be a surge of enrollment related to economic conditions, like we saw with the Great Recession, remains to be seen. This may be at least partially contingent on the availability of federal funding to support retraining.

Catalog and Career Pathways

The Academic Catalog and Programs of Study pages were reorganized into LCC’s eight Career Pathways over the summer. The [Programs of Study page](#), now subtitled ‘Career Pathways,’ features icons developed by LCC’s Graphic Designer Maya Muller, in conjunction with faculty, during the 2019-20 academic year.



Accounting & Business



Arts, Communication & Humanities



Health Sciences & Wellness



Information Technology



Manufacturing, Trades & Transportation



Science, Technology, Engineering & Math (STEM)



Social Science & Criminal Justice



Teacher Education & Early Learning

Core Theme IV: Institutional Excellence

Budget Reductions

In order to reduce impact on the college's budget, the Office of Effectiveness and College Relations vacated a .8 FTE exempt and a part-time hourly position at the end of June, 2020.

ctcLink Update

- The ctcLink Alignment Team and other subject matter experts at LCC continue to grapple with a host of post-conversion issues and, in some cases, steep learning curves as employees (and students) learn the new system.
 - Distribution of Financial Aid (including CARES Act funding) continues to be a primary issue. Although fall quarter went more smoothly than summer, timeliness of customer support from the state board is an ongoing issue.
 - Some student accounts have had long-standing issues, including incorrect charges that require intervention from the state customer support team for resolution.
 - Making changes in Campus Solutions is much more complex than with our Legacy system, whether at the individual student level, such as a registration change, or at the institutional level, such as with course or program coding.
 - Many students and some employees have reported issues when they attempt to log in to the ctcLink system from specific browsers. This has resulted in multiple changes to "ctcLink login" links from the LCC website, and has required an excessive amount of supplemental communication to students. Although the issue is statewide and cannot be resolved at the local level, it has increased the complexity of project communication in a sometimes frustrating and unproductive way.

- Development of reporting procedures using ctcLink data is ongoing. LCC recently hosted an enrollment reporting discussion with all DG3 colleges to increase shared understanding and accuracy of reporting enrollment in ctcLink.
- “Subplans” were configured, tested and moved into the ctcLink live production environment on August 28. This will help support Guided Pathways efforts, assist with academic advisement report (degree audit) functionality and improve advisor assignment processes by identifying which AA-DTA, AS-T track one or AS-T track two concentration a student is pursuing.
- A number of improvements/enhancements to ctcLink on are the horizon.
 - Continuing Education solution - the SBCTC has finalized a contract with Campus CE as the state's continuing education platform. LCC has already been working with Campus CE for years. One of the benefits of the state contract is moving towards integration between ctcLink and Campus CE. This will eliminate dual entry that is currently taking place to maintain both systems.
 - New Online Admissions Application (OAA) - an improved online admission application is in development. Overall global templates, branding and graphics are being finalized. Soon, colleges will be participating in local configuration, testing and training activities. Implementation timeline is being determined. Added to the OAA project scope - development of a new international student admission application template.
 - Planning & Budgeting Cloud Solution (PBCS) - implementation is in progress. The PBCS is for DG2 and DG3 colleges. All DG2 and DG3 colleges have committed to wanting to use the tool beginning in January and we are on track for January 2021 go-live. Only live colleges can implement, because finance production data in ctcLink is necessary to use the tool.

Media Coverage

As reported on the [LCC news and media webpage](#), recent media coverage includes:

- **[Kelso City Council member Mike Karnofski joins LCC Board of Trustees](#)** - Kelso City Council member Mike Karnofski has taken on an additional role in the community by joining the LCC Board of Trustees. The Daily News | September 29, 2020
- **[LCC passes \\$25.3 million balanced budget despite low enrollment, state funding cut](#)** - The Lower Columbia College Board of Trustees on Wednesday unanimously passed next year's \$25.3 million budget, which does not dip into the college's reserves despite a \$2.8 million revenue loss. The Daily News | September 18, 2020
- **[Lower Columbia College lectures focus on issues facing people today](#)** - "Big Ideas" is the topic of Lower Columbia College's 2020 Fall Community Conversations speaker series. Local experts will weigh in on some of the biggest issues facing people now and how they might be solved. The Daily News | September 17, 2020
- **[LCC announces fall lecture series line-up](#)** - Lower Columbia College has announced the line-up for the Fall 2020 Community Conversations lecture series focusing on "Big Ideas." The Wahkiakum County Eagle | September 17, 2020
- **[Kim O'Neill named 2020 LCC Alumna of the Year](#)** - Lower Columbia College (LCC) and the Lower Columbia College Foundation (LCCF) have announced the selection of Kim O'Neill as the 2020 LCC Alumna of the Year. The Wahkiakum County Eagle | September 10, 2020
- **[Kim O'Neill chosen LCC Alumna of the Year](#)** - Kim O'Neill has been selected 2020 Lower Columbia College Alumna of the Year by LCC and the Lower Columbia College Foundation. The Daily News | September 6, 2020
- **[LCC still seeing lower enrollment due to COVID-19, but high number of applications](#)** - Lower Columbia College is continuing to feel the effects of the COVID-19 pandemic with lower fall

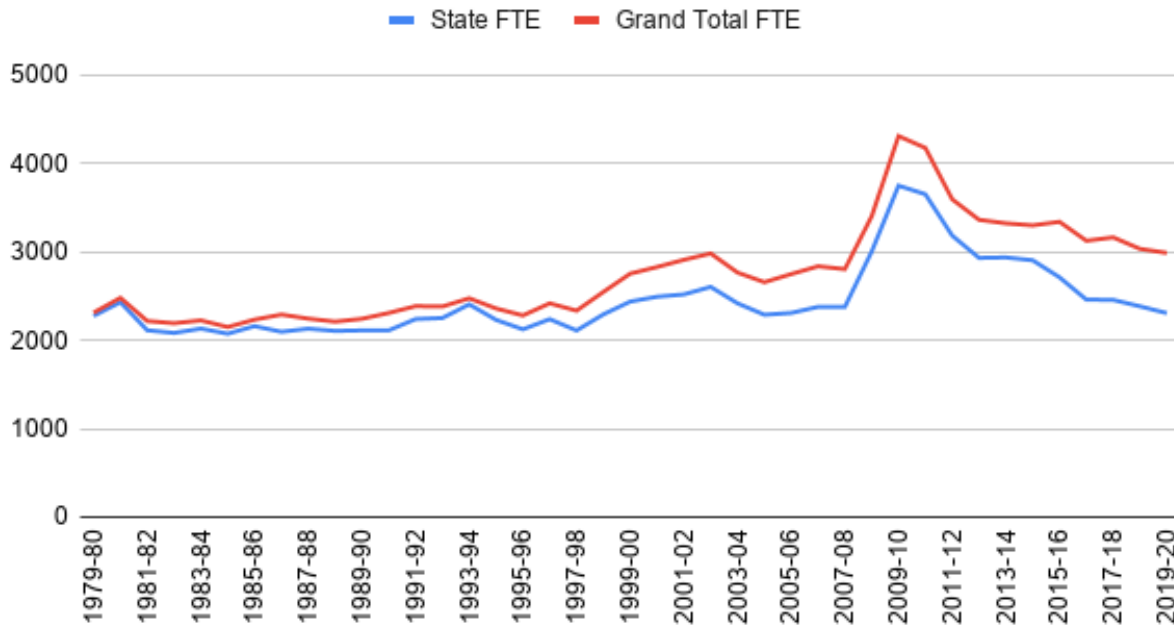
enrollment, but has begun to see an uptick in applications, college officials said. The Daily News | August 27, 2020

- **Head Start will offer parents in-person and fully virtual options** - Lower Columbia College Head Start and Early Head Start will offer parents both hybrid and fully virtual options this fall, but enrollment is lower than normal and program officials are encouraging eligible parents to apply. The Daily News | August 20, 2020
- **Workforce system building talent pipeline for healthcare** - Healthcare has long been considered a recession-proof industry, but no industry is COVID-19 proof. While the healthcare industry was impacted by unemployment due to the crisis, it continues to be a high-demand sector and is projected to regain full employment as we continue to reopen. The Vancouver Business Journal | August 11, 2020
- **LCC offers more hybrid courses but will remain mostly online for fall** - LCC is offering 90 hybrid fall quarter classes — those that meet partially on campus and also virtually — with COVID-19 safety measures. The Daily News | August 10, 2020
- **Hokkanen receives scholarship** - Wahkiakum 4-H has awarded Novella Hokkanen a scholarship in the amount of \$1,200 to continue "making the best better" in our world. The Wahkiakum County Eagle | July 30, 2020
- **Lower Columbia College spring honor roll** - The Lower Columbia College spring 2020 quarter honor roll has been announced. The Daily News | July 22, 2020
- **LCC planning more hybrid courses for fall quarter, careful reopening** - By late July, Lower Columbia College plans to release a list of "hybrid" classes — those offered as a combination of in-person and online instruction — along with a plan that will allow international students to remain on campus despite a federal ruling Monday. The Daily News | July 10, 2020
- **At LCC, COVID-19 showed the benefits of digital and the need for tradition** - In the future, Lower Columbia College students may spend half the week in online class and half in the classroom. The Daily News | June 22, 2020
- **LCC summer quarter Continuing Education courses announced** - Courses are available in child care, paraeducator, vocational, digital photography, food, nutrition and health, Pilates and much more. The Wahkiakum County Eagle | June 18, 2020
- **LCC arts faculty gets creative despite COVID** - Lower Columbia College students and faculty have gotten creative while the COVID-19 pandemic has affected the school's performing and visual arts classes. The Daily News | June 11, 2020
- **LCC to cut 13 full-time staff, roll out more layoffs** - Lower Columbia College will cut an additional 13 full-time staff positions through layoffs and attrition, college officials announced Monday afternoon. The Daily News | June 9, 2020
- **COVID-19 puts LCC, students in tough financial straits** - Students and colleges alike are feeling the financial strain of the pandemic. The Daily News | June 8, 2020
- **LCC's Roland receives Dutch Triebwasser Award for second time** - The Lower Columbia College athletic department made some NWAC history last school year. The Daily News | June 4, 2020
- **Graduating nurses ready to help fight COVID-19 locally** - As COVID-19 spread, many people avoided hospitals if they could. But Lower Columbia College nursing students Mollie Kissinger and Aira Aromin say they're anxious to get their degrees, get into hospitals and "fight the coronavirus with everyone else." The Daily News | June 3, 2020
- **LCC's experience with online learning smooths the COVID-19 transition** - When the coronavirus prompted colleges to move to remote learning, many science departments were left scrambling to adapt. But that was not the case at Lower Columbia College. Instructors there have been at the forefront of online teaching for years. The Daily News | May 15, 2020

Historical Enrollment Trends

State Full Time Equivalent (FTE) enrollment has changed surprisingly little over the past four decades. In 1979-80, LCC generated 2,276 State FTE compared to 2,307 in 2019-20. That's a difference of only 31 FTE, about one percent. State FTE only tells part of the story, however. In 1979-80, state FTE accounted for 98.44% of the college's total FTE compared to 77.21% last year. The expanding gap between state and total FTE comes from growth in things like our international program and high school dual-enrollment programs such as Running Start.

LCC: State FTE and Grand Total FTE



Operations Council Report for Administration

Nolan Wheeler, VP
Jason Arrowsmith, Security
Desiree Gamble, Finance
Richard Hamilton, Campus Services
Alyssa Milano-Hightower, Auxiliary Services
Sherie Hockett, Payroll
Brandon Ray, Information Technology
Kirc Roland, Athletics
Janel Skreen, Safety & Security

Core Theme III: Student Access, Support and Completion

Information Technology Services

- Student Services upgraded its training platform from Campus Clarity to Foundry and IT implemented a solution to create accounts for students based on their status in ctcLink.
- Updated the process to create the online course catalog so it pulls information from ctcLink.
- The bookstore replaced its point of sale system and as a result, IT Services helped setup a store website as well as integrate book purchases with financial aid awards to make it easier for students to purchase books in the bookstore.

- Resolved an issue with Navigate and student email addresses that were not correctly entered into the system.
- Developed a process for students taking classes with Adobe software to use that software at home for the duration of the course without having to purchase a license.

Core Theme IV: Institutional Excellence

Information Technology Services

- HR upgraded its training platform from Law Room to Foundry and IT implemented a solution to create accounts for employees based on their status in ctcLink.
- Developed several new tools and resources for employees working remotely to provide easier access to information they need.
- Developed a tool for faculty to make it easier to share instructional resources with students in Google.
- Received several compliments for developing and assisting in the development of several applications and tools used statewide to support ctcLink.
- Reviewed a proposal by SBCTC to implement multi-factor authentication with ctcLink.
- Improved the security of the college's remote access solution.
- Assisted with the configuration of an offsite phone system to improve continuity of operations by providing redundancy and resiliency for telecommunications during emergencies.
- Upgraded the terminal server to provide a better experience for employees working from home and accessing resources on the campus network.
- Deployed a new software application for faculty and staff to annotate presentations and record video demonstrations from computers.
- Created a Google backup and sync application available for employees to install on their own to assist with teleworking and using multiple computers.

Total Windows 10 computers deployed to date: 1121 (256 remaining)

Service Requests in Q1 2020:

Opened: 359
 Resolved: 383
 Unresolved: 81

Average Time to Resolve Service Requests (last 90 days):
 2 Days, 21 Hours (end of 2020-9-30)

Service Requests in September 2020:

Opened: 64
 Resolved: 77
 Unresolved: 81

Average Time to Resolve Service Requests (last 90 days):
 2 Days, 21 Hours (end of 2020-9-30)

Service Requests in August 2020:

Opened: 140
 Resolved: 151
 Unresolved: 91

Average Time to Resolve Service Requests (last 90 days):
 2 Days, 21 Hours (end of 2020-9-2)

Service Requests in July 2020:

Opened: 155
Resolved: 155
Unresolved: 102

Average Time to Resolve Service Requests (last 90 days):
2 Days, 21 Hours (end of 2020-8-2)

Training:

- Amazon Web Services Technical Essentials (8hr) – completed by Two ITS System Administrators
- CompTIA Google certification – 1 person has completed 2 courses towards this certification
- IT Management Software and Databases (Alison.com) – 50% completed by 1 person
- Data Security and Privacy – completed by 1 person
- Harassment and Discrimination – completed by 1 person

Safety & Security

- Been intricately involved in the Emergency Operations Team in developing and implementing all COVID-19 safety plans and protocols.
- Working to fulfill health monitor and site safety supervisor positions, so far bringing in a total of eight new hires.
- Worked closely with the Title IX to review and implement new policies and procedures according to the new rules established by the Department of Education.
- The Annual Security Report: The Clery Report will be completed once a final piece of information is provided by the Longview Police Department. The report due date has been extended until December 31st.

Maintenance

- 443 work orders were generated in the first quarter of FY 20-21, of which, 296 were completed. A total of 365 work orders were completed in Quarter 1.
- Staff have spent about 221 hours on preventative maintenance this quarter.
- Repaired damaged and uneven portions of sidewalks at ADM and RCA over the summer to increase walking safety on campus. The replacement of the damaged sidewalk near the Library is still in progress, but should be finished soon.
- Wood exteriors at RCA and the Pavilion were sealed to protect them from wear and keep the campus looking presentable.
- The re-model of the 20th Avenue townhouse was completed with all-hands on deck under a tight schedule. A wall was built to turn one room into two and a closet was added to accommodate increased tenant capacity. Carpets were shampooed, the walls were re-textured and painted, and all of the lighting and light switches were replaced. The unfinished basement was also sealed off to protect the safety of the tenants.
- Old heat pumps at CMS and ADM were replaced which should provide more predictable and reliable heating moving into the cooler months. A unit was also replaced in the server room at MAN which will provide better temperatures for any IT equipment in that room.
- Responded quickly and efficiently to the 9/18/20 flooding on campus.
- Maintenance COVID-19 Response:
 - As part of LCC's COVID-19 response, maintenance built plexi-glass safety barriers in several areas to protect staff who frequently interface with students and the public.
 - Ordered stock of hand sanitizer, disinfectant wipes, masks, gowns, face shields, disposable rags, and gloves to protect employees and provide as needed to the campus.
 - Set up tents daily for health screen check-points at HSB, VOC and ADC.

Custodial

- Instrumental in COVID-19 management and response by implementing the use of a detailed disinfecting checklist
- Responded quickly and efficiently to the 9/18/20 flooding on campus.

Enterprise Services

Bookstore:

- Promoted the selling of store merchandise on the old website over the summer resulting in \$770.27 in sales.
- Successfully executed the Summer Buyback by extending the program which allowed students to come in the week after finals to sell back course materials.
- Facilitated the transition of a brand-new Point-of-Sale system within two months.
- Negotiated the Point-of-Sale system contract down for a cost savings of \$10k.
- Launched a new website making it easier for students to navigate where to purchase their course materials.
- Using the Bookstore website, 30% of students with traditional financial aid book vouchers were able to use their funds online and receive their textbooks with free, 2-day shipping.
- Facilitated the transition to using the new FedEx Shipping Manager software for a time-cost savings in preparing shipments equivalent to \$0.60 per minute compared to the old method of preparing shipments that cost \$5.00 per shipment. In total this saved an average of \$5,112.80 in employee time for our 1,162 fall orders.
- New shipping method uses free Fed-Ex shipping supplies as well, which is an average cost savings of \$500/quarter to the Bookstore.
- Processed over 1,162 online orders within a two-week window allowing students to receive their textbooks delivered directly to their home within 2-4 days without having to visit the store.
- Offered curbside pickup for all fall online orders which reduced wait times and allowed students to pickup their order within 5 minutes of arriving on campus.
- Using the new Point-of-Sale system, Faculty will be able to adopt their next quarter textbooks in a more efficient manner that will keep the history of their adoptions so future adoptions can be translated easily. This will reduce the time spent by Faculty which will allow for higher on-time adoption practices in the future.
- Transitioned product from the Cafeteria to sell in the Bookstore resulted in less waste of product.

Fitness Center:

- During the COVID campus-wide shut down, all Fitness Center equipment was repaired/replaced and deep cleaned, including the rock-climbing wall.
- Launched a new WellBeats program for students & faculty to be able to access online workout programs. On average, 468 people are using this new application per month.

Athletics

- Athletes returned to campus on the first day of classes September 21st.
- Each student/athlete underwent a 14 day quarantine period before beginning workouts and/or practices under the NWAC "Return to Play" Guidelines.
- All athletics activities have been implemented under strict Covid-19 protocols.
- There were several Zoom Meetings with coaches that covered the Covid-19 expectations.
- Student/athletes have been well versed in the importance of all safety protocols.
- There will be no NWAC games or competitions this fall and workouts will end on November 20th, two weeks prior to Fall finals week.
- The same process of quarantine and "Return to Play" phases will begin on January 2nd, 2021.
- All six LCC sports teams will begin competitions in March through June.

Capital Projects

Library/Main Building Rooms 118/119 Renovation

- Project is near completion.
- Drivers for the LED lighting must be replaced due to a mix up in the factory.
- With the installation of LED lighting, LCC is eligible for a PUD rebate.
- There are a few issues with the fireplace in Main 119 that must be corrected. New parts are on order and should arrive within days.
- The overall project has been successful and upgrades have improved the functionality and aesthetics of each area.
- Furniture for the Library 2nd floor is scheduled to be purchased in the coming weeks.
- Currently working with DES on the best way to remove the large staircase in the Library.

Don Talley Building Roofing Replacement

- The Don Talley/Home & Family Life Building Roofing projects have been completed.
- Roof anchors were installed on both roofs to improve worker safety.
- Due to low bids, additional work was able to be completed.
- In the process of replacing the upper portion of the Administration Building roof.
- Replaced the old cables on the Library and Student Center roofs with new safety cables.
- Replaced an old section of the Home and Family Life building roof that wasn't initially included in the project.

Facility Storage Building (\$500K to \$600K Fund URF)

- Moving forward with the building of a metal pole storage facility to accommodate campus storage, critical equipment and also function as a flexible space to be used at a later date.
- A complete survey of the site is scheduled for mid-October.

The preliminary schedule is as follows:

Fee proposal/Agreement (October 2020)

Site Survey (October 2020)

Preliminary Design (October 2020 to January 2021)

Construction Documents (January 2021 to February 2021)

Permitting (February 2021)

Bidding (February/March 2021)

DES Contract Award (NTP) (March 2021)

Construction (April to July)

Closeout (July/August)

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

October 2020

- Sue Orchard, VP of Student Services
- Angel Ruvalcaba - Testing and Navigate
- Dani Trimble, Workforce & Career Services
- Magnus Altmayer, Registration
- Nicole Faber, Outreach and Enrollment
- Kristy Gutierrez, 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

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- To help recruit new student employees for the 2020-21 academic year, Workforce & Career Services is hosting a Student Employment Job Fair on October 8th. This event will be held virtually and will allow students to interact with supervisors across campus using chat and video conferencing tools.
- Despite significant enrollment impacts due to COVID-19, the Worker Retraining program continues to meet and exceed enrollment targets. For the 2019-20 school year, Worker Retraining FTEs were 193% of target. Current enrollment for fall is at least 107 FTEs, which is higher than this year's target of 79 FTEs.
- Due to state reductions to the TANF program, the WorkFirst program saw a 90% reduction in the WorkFirst Work Study allocation, and LCC received approximately \$200,000 less in funding for FY21. As a result, the LCC WorkFirst Work Study program was suspended at the end of Summer quarter 2020. Students participating in the WFWS program continue to receive support to transition to other employment, including state and federal work-study positions on campus.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- The University Center supported partners in several virtual events this summer:
 - Franklin University Kick-off- 4 people attended
 - Franklin University Virtual Open houses (X2)- 8 people attended
 - Grand Canyon University Virtual Open Houses (X2)- 5 people attended
 - WGU Virtual Open House for the new OWL Program- 3 people attended
 - WSU- Advisor Virtual Open House (X4)- 19 people attended

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Financial aid is in a much better position with awarding and disbursing aid for fall as compared to spring and summer. While still working out some of the issues left over from ctclink implementation, overall processing aid is becoming more routine. Financial aid is down to only 66 files left to review for fall, which consists of students submitting late documentation to complete their financial aid file.
- The Opportunity Grant program continues to support students with resources and services to meet academic, career, and personal goals. Despite challenges with online learning and other COVID-19 related impacts, 95 Opportunity Grant students completed summer quarter 2020 with an average GPA of 3.47! This is an increase from the average GPA of 3.24 in spring quarter 2020.
- In collaboration with the Early Learning Center, the BFET program has hosted a parenting support group for student parents with anywhere from 5 to 10 students participating. This group includes a weekly Zoom meeting as well as discussion groups

and resources for parents in Canvas. Although the group is focused on supporting BFET students, it is open for all LCC student parents.

- Through the federal CARES Act legislation, LCC was awarded \$905,000 to support students impacted by COVID-19 with emergency funding. To date, 830 applications for emergency aid have been processed and \$876,825 has been awarded to students to help cover emergency expenses such as housing, food, technology, and other basic needs. Additional funding sources such as the SEAG grant, funds from the SW Washington Community Foundation, LCC Foundation, and BFET re-utilized funds have been leveraged to support students who are not eligible for CARES funding due to citizen status.
- In addition to funding, Workforce & Career Services staff are providing wrap around support to students with emergency needs and making referrals to resources both on-campus and in the community.
- The LCC Food Pantry continues to serve students with food insecurity and is a vital lifeline to connect students to long term support for food, housing, and other basic needs. The food pantry has distributed fresh and non-perishable food to students with 202 grocery pick-ups (this number includes individual pick-ups as well as weekly pick-ups as food needs vary among students). In addition to non-perishable food, the pantry provides perishable items such as milk, cheese, and eggs, as well as fresh fruits and vegetables from the LCC Richard Kelly Memorial Garden. Due to a generous donation of \$4,000 from the United Methodists churches of Longview, Kelso, and Castle Rock, the food pantry has been able to distribute 20 \$50 grocery gift cards to students in need. There will be 20 distributed per quarter as 80 gift cards were donated.
- 910 students were advised from May 12 - Sept 22 in the Entry & Advising department.
- As of September 15, 30.6% of the new applicants were enrolled, compared to 29.2% last year on September 17, 2019.
- 469 students were identified by faculty using the progress reporting system in Navigate and referred to a staff member or college resource.
 - Every quarter, several rounds of progress reports are sent to the faculty where they can submit alerts on students that are struggling in their classes, so LCC can provide an appropriate form of intervention. Some faculty opt to include the current grade of the student at the time of the report. Of the 108 students identified as failing when the instructor sent an alert, nearly 40% of those students successfully completed the course and 32% completed with a C or higher.
- Disability Support Services (DSS) developed a new intake process that temporarily relaxes documentation requirements for students in the age of COVID. This will increase access to accommodations for students who cannot locate medical records or get evaluated.
- DSS conducted 34 new student intakes for fall quarter 2020 via Zoom and phone.
- The Outreach & Recruitment team acquired Constant Contact as an affordable and sustainable resource to increase effectiveness, professionalism, and sophistication of communication with prospective students, partners, constituents.
- The Outreach & Recruitment team has partnered with the Advising/One-Stop Center team to coordinate an admissions follow-up email to “nudge” recently applied students to complete the New Student Orientation.

- We are quantifying this data and tracking in comprehensive, detailed CRM-style spreadsheets
- The Outreach & Recruitment team conducted the first year of the Summer Bridge Program, outlined as follows:
 - 1: “Coffee Chat with TRiO Advisors”
 - 832 individuals were invited to participate in the live session (invite by email)
 - 218 opened and interacted with the information (clicked links to access information shared in the live session)
 - 2: “College 101” with Mavourneen Rister
 - 844 individuals were invited to participate in the live session
 - 550 opened and interacted with the information (clicked links to access information shared in the live session)
 - Mini Session: Student Resource Chat
 - 872 individuals were invited
 - 253 opened and interacted with information shared
 - 3: “eLearning Student Success”
 - 872 invited
 - 577 opened and interacted
- Through the Direct Admissions Initiative, LCC distributed information to all graduating seniors in LCC’s service area, letting them know that they can stay home, stay safe, and go far at LCC.
- Applications were down in April and May (-20% in each month), the Outreach & Recruitment team have made significant progress to make up for the drop in applications (likely as a result of COVID-19).
 - June - applications increased by 19.8% compared to June 2019
 - July - applications increased by 6.3% compared to July 2019
 - August - applications increased by 35.2% compared to August 2019
- Outreach & Recruitment supported the marketing efforts to “Rock Enroll” that took place from August 24-31; offering a \$25 textbook incentive to the first 100 “enrollees.”
- International Programs welcomed 4 new international students for fall.
- International Programs began a new Online Intensive English Program with 6 students enrolled for fall quarter.
- Approximately 740 applicants that had yet to engage in the onboarding process were called by staff and administrators across campus during a two-week calling blitz.
- Registration continues to focus on ongoing ctclink system configuration, troubleshooting, and training in order to reduce friction in student enrollment processes from application to graduation. Nearly every departmental responsibility has changed after ctclink implementation and the Registration team has implemented new processes to manage pandemic-related emergency enrollment changes, waivers, calculation of refunds, residency determination, incoming and outgoing transcripts, student name and program changes, and more.
- Registration staff fields up to 100 student email requests per day as well as providing support via Zoom and phone to ensure students can enroll at LCC as quickly and efficiently as possible.

- Registration has processed 1,962 admissions applications since ctLink go-live, including 355 in August alone. A total of 182 future students have submitted applications to enroll at LCC in winter or spring of 2021.
- More than 850 external transcripts have been evaluated in 2020, leading to the awarding of 45,464 transfer credits to 564 students. LCC has become a resource for staff at other DG3 colleges who are learning how to create and maintain transfer equivalency rules in ctLink.
- 253 students earned certificates and associate degrees at the end of spring quarter, with another 129 awarded at the end of summer quarter.
- Registration took over coordination of Academic Credit for Prior Learning in June, working with more than 10 applicants and assisting four eligible students who earned 25 ACPL credits with more in progress. Electronic forms were developed to streamline the application process for students and approval for evaluating faculty.
- Registration staff resolved a ctLink configuration issue that caused extensive National Student Clearinghouse reporting errors for DG2 and DG3 colleges. Instead of requiring hundreds of manual corrections each month, LCC is now able to submit enrollment reporting files that are accurate and timely. SBCTC has requested that LCC Registration staff host a training WebEx for other colleges still struggling with NSC reporting.
- The Student Activities department welcomed five new ASLCC members to the team on September 1. These incoming student leaders joined five returning students to complete the 2020-21 ASLCC team. [Meet our new student leaders here!](#) The team underwent training from September 1 until September 18 on topics such as parliamentary procedure, funding considerations, diversity/equity, and program planning. A highlight of training included a 3-day workshop with developmental leadership trainer (and LCC alum) Chance Stewart.
- ASLCC will begin meeting on Friday, September 25th. Fall quarter meetings will be every Friday at 2:30pm through the end of the quarter. Find the meeting schedule, agenda, minutes, and Zoom connection information on the [ASLCC webpage](#).
- TRIO Student Support Services was successful in obtaining a continuation award of the federal TRIO Student Support Services grant, which will operate through 2025. There was a 3.5% increase in TRIO funding, giving the LCC TRIO Student Support Services project an additional \$14,000 annually to serve students.
- The TRIO Student Support Services program provided a total of \$64,000 in grants to 57 student participants in an initiative to further persistence, graduation, and transfer objectives.
- Running Start held four fall New Student Orientations and one parent orientation. This year, as Orientations were held on Zoom, students were required to have their LCC email, CANVAS and Navigate accounts set up which allowed students to reach-out to the Running Start office if they were having issues. Most issues were resolved prior to orientation. Our parent orientation this year was in a Q&A format and around 10 parents participated.
- During fall registration, Running Start collaborated with Mark Morris HS to exchange EVF (enrollment verification forms) and directly enroll students rather than having students reach out to HS counselors to obtain signatures. RS is hoping to work with other HS counselors and transition to this process as it will help make the registration process smoother for students.
- Running Start has a total of 491 students enrolled for fall quarter:

- 211 returning students out of 227 from last year (93% retention rate).
- 280 new students out of 299 who were accepted into the program (94% registration rate of new students).
- Testing staff worked with 292 fall 2020 Nursing program applicants to coordinate TEAS and Kaplan testing. All testing was conducted in July where 270 applicants were tested with over 340 testing appointments.
- Testing staff provided 240 placements exams, and evaluated 300 multiple measures for placement between May and September.
- The Testing Zoom room saw 1,628 visitors between May and September. Headcount includes testers and students who joined for questions or placement support.
- The One-Stop Center continued supporting students online over Zoom and merged online Zoom support with the Financial Aid office in August. Between May and September, One-Stop and Financial Aid Zoom served students over the course of 4,123 visits to the online forum. September alone brought in 1,503 student visits to the Zoom room. By combining One-Stop and Financial Aid help via Zoom, staff are able to help students with even more needs including: applying for financial aid, understanding financial aid awards, checking on refund checks, understanding fees, applying for student loans, signing up for a payment plan, activating ctcLink, retrieving username and passwords for email, navigating the New Student Orientation, and registering for classes. Financial aid questions continue to be the number one reason students join Zoom for help.
- Traffic in the One-Stop & Financial Aid Zoom peaked between September 14th and 22nd. On Monday, September 21st the Zoom room saw 205 student visits. For context, the highest count in a single day before September 11th was 88.
- Since LCC's on-campus access closed due to COVID-19, students have been utilizing Zoom and LCC's main phone line for assistance. Staff in the One-Stop Center answer the main line and receive an average of 100+ calls per day. The call volume increases during peak times such as after a holiday weekend, the week before the quarter and into the first few days of the quarter, as well as when students are dropped for non-payment.
- In partnership with Financial Aid, One-Stop texted over 500 students in need of verification in order to help move them through the application process and receive their financial aid.
- Throughout the summer, One-Stop staff sent approximately 700 personalized texts to new, incoming students, offering assistance with the onboarding process.

On August 5th, Advising, One-Stop, and Outreach held the very first Financial Aid Application event via Zoom, which brought in 14 students who needed help with their applications. This was the largest attended financial aid event for LCC in the past year

Operations Council Report

Instruction Division – Summer 2020

Dr. Kristen Finnel, Vice President of Instruction

Karen Joiner, Executive Dean & Director of Nursing

Tamra Gilchrist, 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

Heidi Patrick, CEO/HS Completion Manager

Sarah Griffith, Director of eLearning

Core Theme I: Workforce & Economic Development

- Professional-Technical program labs: LCC's professional-technical programs with required physical lab components including allied health, nursing, medical assisting, and industrial trades continued to offer face-to-face/hybrid courses under strict compliance with Covid-19 mitigation plans. Many programs saw the quality and content of existing online industry-based programs such as ASE (Automotive), Tooling U (Machine Trades), and AWS (Welding) improve and expand access allowing faculty to refine and enhance their courses with the updated content. Overwhelmingly, students continued to respond with gratitude and appreciation for the LCC faculty and safety teams that put in the hard work so they could continue their education. While these adjustments came about quickly from the necessity to respond to the pandemic, the outcomes have been positive in terms of finding new and creative methods to deliver instruction that will likely influence additional curricular changes for the upcoming academic year.
- Last year, LCC was awarded \$95,000 for the Workforce Technology Enhancement grant, made possible by a significant matching portion from the LCC Foundation and local industry (\$25,000 total), to purchase a CDL training simulator. The Virage VS 600 was purchased <https://viragesimulation.com/vs600m-truck-simulator/> to help support the ongoing demand for truck drivers. Members of LCC's Diesel Technology Advisory Board unanimously supported the addition of a driver training simulator to save on wear and tear of LCC's existing training vehicles and give students exposure to driving conditions and situations that could not be accomplished in a "live" driving experience on the road. This summer, three LCC faculty members and their staff participated in a week-long training for the operation of the simulator. Implementation plans to host industry participants in fall and resume CDL training are currently in the works.
- Exploring new BAS degree: Organizational Leadership and Technical Management: Development work for the BAS-OLTM continued over the summer. This second BAS program for LCC will expand access to place-bound students in the region by providing vocational program graduates with an opportunity to continue their education and career progression in leadership and supervisory management positions. LCC successfully submitted the Statement of Need, extensively addressing the labor market and student demand, and is currently working on the Program Proposal. Feedback was highly positive from the SBCTC and the state review team expressed interest in using LCC's submission as a model proposal. Faculty begin working extensively on the program curriculum over the summer to ensure alignment for multiple CTE programs (Automotive, Accounting, Business Management and Technology, Criminal Justice, Education, Information Technology, and Industrial Trades programs). AAS-T tracks for each of the pathway AAS programs are currently under development for the Fall curriculum committee.

Core Theme II: Transfer & Academic Preparation

- The nursing program's adaptation and planning for spring and summer 2020, necessitated by COVID-19, were approved by the nursing commission. Plans are to be submitted for approval quarterly during the COVID-19 crisis if the use of simulation exceeds 50% of clinical hours for any course.
- Lower Columbia Regional University Center:
 - New Staff! Ian Triana joined the team expanding his role as an Educational Planner to assume the role of University Center Manger. Ian is doing a fantastic job managing the Center and staff in the new virtual environment including establishing the University Center zoom room and integration with the One-Stop Services.
 - Franklin University: LCC added a new partner to the Regional University Center: Franklin University. Franklin University has been one of LCC's longest standing transfer articulation agreement partners. While the institution is based out of Ohio, they have been proactive in seeking partnerships with community colleges nationwide. Franklin offers a discount on selected BA degrees for LCC students, staff and faculty and future discussions will continue around the feasibility of offering a discount at the master's level to help reduce barriers due to the high cost of education.
 - Grand Canyon University LCC has signed an Educational Alliance agreement with GCU to offer additional scholarships to transfer students. This program opportunity will be marketed out Fall 2020.

- Western Governors University: Effective Fall quarter 2020, LCC and WGU have established an agreement for a newly developed OWL program offering interested students co-admission opportunities to both LCC and WGU for Business, Education, and Information Technology programs. Participants will receive additional support via specialized advisors and support experiences specific to each pathway.
- To improve services and access for students who needed assistance in navigating the virtual environment, Transitional Studies re-opened their main office for student appointments in mid-June. During this partial re-opening, staff member Cole Derosier took appointments from 10 a.m. - 2 p.m. Tuesdays and Thursdays.
- The Basic Education for Adults unit continued to loan Chromebooks, laptops, Surfaces, Wacom tablets, iPads and monitors to students, faculty and staff needing technology equipment to continue their work in a remote environment. Providing these resources helped normalize operations, stabilize enrollment, and increase participation.
- To increase enrollment and retention during summer 2020, Transitional Studies staff used call lists to make 603 targeted phone calls to students. This phone campaign was in addition to regular calls to and from the Transitional Studies office.
- Thanks to strong team-teaching partnerships promoting I-BEST and the temporary COVID-19 related cancellation of the CASAS testing requirement, Integrated Basic Education and Skills Training (I-BEST) summer 2020 enrollments were up 40 percent over summer 2019. 101 students benefited from receiving twice the instruction and twice the support. Excellent results are anticipated.
- Sixty seven percent of I-BEST students earned honors level GPAs for summer quarter 2020.
- The Certified Nursing Assistant (NURS 90) class was canceled for the summer quarter, but thirteen students, including all 10 spring quarter Medical Assisting students who successfully completed their preceptorships summer quarter, earned a degree or certificate summer quarter.

Core Theme III: Student Access, Support & Completion

- The Early Learning Center is working diligently to ensure they can offer childcare services to LCC students and employees come September. This includes preparing an in-depth COVID-19 operating procedure manual, the hiring of additional staff to meet COVID meal-time requirements, & employee training. The center is currently on track to open on September 14th.
- The Learning Commons allowed all Spring quarter students who were enrolled for Summer quarter to keep their loaned Chromebook, which resulted in 62 students renewing their Chromebook loan. An additional 33 Chromebooks were loaned to enrolled students during Summer quarter via appointment, for a total of 95 Chromebook loans during Summer.

Core Theme IV: Institutional Excellence

- 25Live reports that 935 events were reserved and scheduled on the LCC Campus during the Summer Quarter.
 - Lecture/Workshops/Presentations & Classes/Labs: 922
 - Meetings/Internal Events: 13
 - Due to COVID-19 precautions, event types were limited to essential nursing courses, lab courses, and various meeting types. Numbers are expected to be lower than the data shows due to unreported canceled reservations. Please email Shalaina Williams if more detailed data is desired.
- Faculty Development Committee: A total of \$395.00 was awarded for Summer.
 - 2020/2021 Funds: \$16,505.00 remains in the budget after summer applications.
 - Fall 2020 Applications will open in September 2020.
- The Spring Reception planning team collaborated with Sweet Spot and the Executive Leadership Team to send over 250 postcards out to all full-time employees to express their gratitude for all their efforts and to treat them to one *free* small cup of Froyo.
- Two-hundred eighty-one students received the dean's list honors for Spring Quarter! The dean's list recognizes students who are full-time students (12+credits) & earn a GPA of 3.25-3.79.
- Continuing Education ran Digital Photography and Pilates over Zoom summer quarter. Many CE courses had to be cancelled because of COVID19 restrictions, so enrollments for summer dropped significantly. Online ed2go courses continue to draw students.

Auxiliary Program

Head Start

Recruitment/Enrollment: COVID-19 cancelled most recruiting events. The program pivoted to ping, increased press releases and social media and has reached 74% enrollment.

Family Support: ECEAP provided programs CARES Act funds to provide remote Family Support Services over the summer. EHS continued remote and added some in-person services in our preschool centers with health screenings and practices in place. Basic needs are on the rise for families already in poverty.

School Readiness: The program spent the summer largely on the fall operating plan to ensure the safe return of children to in classroom services. The final plan allowed for children to return in small groups two days each week with some families opting for a remote option.

Funding Applications:

- A 100 Schools Grant, in partnership with Longview Public Schools, was awarded for an equity and inclusion initiative to ensure parents who identify as Hispanic have their voices heard in their child's transition from preschool into Kindergarten.
- United Way COVID-19 funds were awarded to supply families with food and necessities.
- A request was made to the Community Foundation of Southwest Washington for \$25,000 to assist with ECEAP operating funds due to the Governor's veto to the 5% slot rate increase. This request is still pending.
- Finally, the program submitted an Early Head Start Expansion Grant to add 35 infant/toddler center-based slots. Awards will be determined for this application in January.

Facilities: Summertime maintenance occurred along with preparation for a playground install at Barnes North that began at the end of September.

HUMAN RESOURCE SERVICES – July, August, September 2020

New Hires/Position Changes in July:

7/1/2020 Marco Pedroza-Bravo Instruction & Classroom Support Tech 1

New Hires/Position Changes in August:

8/19/2020 Rachel Martin Lead Teacher (Head Start)

New Hires/Position Changes in September:

9/1/2020 Savannah Hadler Lead Teacher (ELC)

9/1/2020 Mica Radcliff Admin Assistant 2 (non-perm)

9/1/2020 Adrianna Slape Admin. Assistant 2 (non-perm)

9/1/2020 Michael Forgione Security Guard 1 (non-perm)

9/1/2020 Sonja Sample Disabilities Specialist

9/14/2020 Deborah Burzynski Nursing Instructor (Tenure track)

9/14/2020 Amber MacLaren Nursing Instructor (Tenure track)

What's Going on in HR

- In the last few months, we've continued to navigate the impacts of COVID-19 as they relate to HR and support for employees.
- Human Resources welcomed and oriented all new full-time and part-time employees.
- We have now been live in PeopleSoft for over 6 months and we've worked hard to adapt, change processes, learn more and more about PeopleSoft, and collaborate with other departments.
- In collaboration with Payroll, HR coordinated the campus' call for requests for voluntary furlough and guided employees with the SharedWork Program through ESD.

- This past summer, we completed our HR Diversity Plan (result of HR Directive 20-02) that aligns with the College's diversity, equity, and inclusion initiatives. We are currently implementing areas of the diversity plan that are new to HR such as pay equity, additional DEI resources for supervisors, coordinating more training, changes to our recruitment process, etc.
- To make our Canvas trainings more accessible, we are building trainings in other languages for employees who don't speak English as their first language.
- At the President's All Staff Welcome during in-service week, we honored over 340 years of service. Karen Joiner, Executive Dean, received her pin for 35 years of service!
- Our Summer quarter "Sunshine" employee award winners were, Shani Dennick (Exempt) HR Senior Generalist and Jeff Moenck (Classified) Maintenance Supervisor. They were nominated for exemplifying a positive, encouraging, and cheerful attitude; a behind the scenes enthusiastic and inspiring team player; and providing bright and professional customer service.

Red Devil 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.
- Sydney Sanford did a phenomenal job in planning and coordinating another successful LCC's Got Talent performance!
- Red Devil Wellness passed out healthy snacks with encouraging notes during the week of ctcLink go live to staff.
- Red Devil Wellness also coordinated a successful Self-Care challenge through the newsletter. A participant was chosen at random to win a \$10 coffee gift card.
- ASLCC collaborated with RDW to host a meditation workshop for staff, faculty, and students that was hosted by the Great Vow Zen Monastery. Many have requested we bring back guided meditations to campus!

FOUNDATION –July, August, September 2020

LCC's Alumni Association's growth continues with membership reaching nearly 790 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 annual Horns and Halos Gala will take place on Thursday, October 1 "virtually". Fundraising efforts for this year's signature event will be for the Student Success Fund due to the ongoing needs of our students particularly during the Covid-19 pandemic. Invitations went out the first week of September to over 500 potential "guests". Our goal is to raise \$90,000 for the Student Success Fund. Over \$35,000 has already come in through pre-event giving.

The 2020-21 Scholarship awarding process is complete with nearly \$440,000 in scholarships awarded to students.

The Foundation participated in the Community Foundation of SW Washington's Give More 24! event on Thursday, September 24th in support of LCC Athletic Scholarships. This year's goal is to raise \$20,000 in 24 hours through matching gifts and online donations powered through

social media outlets such as Facebook and Twitter. Matching gifts totaling \$8,000 have been donated by Nipp's Burgers and More, Bud Black, LCC Alumni, Justin and Tawnya Ford, Dave and Linda Andrew and Kirc Roland. We surpassed our goal and raised \$22,135, including a \$1,500 Community Prize sponsored by Davidson & Associates Insurance.

The Foundation has scheduled to work with the Auditor on the 2019-2020 financial statements from October 19th to October 23rd.

Significant gifts this quarter:

\$26, 671 from the Daily News from the Students in Need Campaign

\$50,000 from John and Cathy Natt for their unrestricted endowment

\$10,080 from Malou Roth for scholarships.

\$135,000 from the Estate of Don Lansing for scholarships

\$15,000 from the Honorable Frank & Arlene Price Foundation for scholarships