

Minutes

Operations Council – January 11, 2021

Attending: Chris Bailey, Nolan Wheeler, Sue Orchard, Kristen Finnel, Wendy Hall, Kendra Sprague, Bryanna Smith, Darrow Brown, Sam Orth, Richard Hamilton, Laurie Severson, Paz Clearwater, Jeff Moenck, Karen Joiner, Lily Terry, Sarah Griffith, Dani Trimble, Kirk Roland, Skye Strayer, Byron Ford, Michelle Murphy, Kaylee Opp, Melinda Harbaugh, Leah Sanchez, Julie McReary, Natalie Richie, Anne-Marie Klein, Brandon Ray, Mindy Leasure, Karen Johnson, Jennie Castle, Michael Velasquez, Marie Boisvert, Suzanne Snow, Marisa Geier, Kristine Langley, Janel Skreen, Theresa Stalick, Dave Gomez, Carol Moore, Cynthia Moenck, Jason Arrowsmith, Tracy Stanley, Sydney Sanford, Brianna Purdy, Loreen Dillman, Magnus Altmyer, Shani Dennick, Nichole Seroshek, Desiree Gamble, Tamra Gilchrist, Cindy Prato, Jessica Harris, Lupe Rodriguez, Alyssa Milano-Hightower, and Ian Triana.

Called to order by President Bailey

1. MEETING TOPICS

Managing a Drug Free Workplace: Darrow Brown

- Guest speaker Darrow Brown from the LCC Employee Assistance Program (EAP) presented “Managing a Drug Free Workplace” for Operations Council members and other invited guests

Proposal-Email Distribution Lists: Brandon Ray

- Brandon Ray provided an Email Distribution List proposal to Operations Council members. He explained that:
 - Different groups on campus request the creation of email lists from the tech department which takes a lot of time and tech staff resources
 - Google Groups allows for managers, so email lists would not need to be managed by the tech department like they are currently
 - This proposal could help manage emails in inboxes, cut down on spam and reduce email fatigue for students and staff
 - Some email groups would have an opt-in and/or opt-out process
 - The technology education committee is recommended for the governance process
 - Operations council members are asked to review the proposal and provide feedback/suggestions
- As reviewed, any questions managers may have will be directed to Brandon Ray

Budget/COVID-19/Enrollment Update: President Chris Bailey

- LCC is down about 18.7% in State FTE enrollment for winter quarter and down 17.7% for the year overall
- The legislature convened today
- The capital side of the budget is looking very good; LCC is likely to receive funding this biennium for the design of the Vocational building
- Nolan mentioned that there will be some sort of mid-year cut now that the legislature is back in session, but LCC is likely in a good spot with cuts already made
- LCC is averaging about 5-6 COVID-19 intakes per day

2. UPCOMING AND/OR RECURRING TOPICS

3. ROUND TABLE DISCUSSION -

- Mindy Leasure: Enrollment in Head Start is at about 76% and efforts are being made to see that percentage rise. Anyone interested should be directed to enroll.
- Nolan Wheeler: The security team is struggling to find health monitors as more buildings open on campus. Anyone interested is requested to apply.
- Tamra Gilchrist: According to all indicators, the new BAS-OLTM is on a good track. More details will be provided after the accreditation process is complete.

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

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

- Upgraded online processes to make it easier for students to retrieve their username and password to streamline enrollment of new students.
- Extended the campus network to the student apartments so that students could have wireless access to the internet.
- Assisted with the setup of an “internet café” for students who need internet access during the COVID-19 pandemic.
- Worked with Kelso and Longview school districts to resolve issues that Running Start students had trying to access LCC resources.
- Worked with Woodland school district to resolve issues for students in the BAS teaching program.

Core Theme IV: Institutional Excellence

Capital Projects

Library/Main Building Rooms 118/119 Renovation

- This project has been completed in full.

Library Staircase Removal

- The large concrete staircase in the middle of the Library has been demolished.
- The contractor is patching small areas and will be installing store front glazing on the 2nd floor in the next few weeks.

Don Talley Building Roofing Replacement

- Completed in full. Roof anchors were installed on both roofs to improve worker safety.
- Due to bids coming in low, the size of the project was able to be increased to complete some additional work. All additional work is now completed, including:
 - Administration roof (upper level)
 - Student Center (new cabling system)
 - Library (new cabling system)

Library 1st Floor Renovation

- Finalizing the state requirements on selecting an architect and generating a clear project scope.
- Scope will include a new circulation desk, workstations, offices, new carpet, and LED lighting.
- An alternate would include a new modern staircase if the budget can support it.

Pedestrian & Parking Lot Lighting

- Working with the architect on the project scope and cost estimate to replace old lighting fixtures with new, energy efficient LED fixtures.

Oak Terrace Apartments

- Foliage around the complex was recently cut back and additional lighting was added to improve visibility at night.

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

- Project has been canceled due to state requirements and funding.

Finance

- Working to prepare FY20 financial statements. SAO audit is scheduled for 02/16/2021.
- The first run of winter Financial Aid checks were mailed out 12/31/20.
- Employee W-2's will be available in ctclink by the end of January.
- The Finance Department Contact List has been updated on the Finance Department webpage.
- Purchase Requisition approval workflow should be corrected and updated in ctclink by 1/13/21.
- Working with the Bookstore and IT to streamline processes between MBS and ctclink.
- Terry Smith has been providing Zoom "Budget 101" trainings to departments to walk them through running finance queries in ctclink.

Enterprise Services

Bookstore:

- Facilitated a "12 Days of LCCmas" holiday online campaign on the Bookstore website resulting in 29 online orders and multiple in-store purchases.
- Successfully executed the Fall Book Buyback program in-store allowing students to sell used textbooks back to the store even two days after the end of the Fall Quarter.
- Updated the Bookstore website to include the majority of in-store merchandise (i.e. apparel) online as well as added all nursing scrub options for nursing students.
- 30% of Student Financial Aid book vouchers were successfully processed using the online website instead of in-person transactions.
- 99.48% of online Fall Quarter orders were processed and mailed, or confirmed as ready for pickup within 3-4 days.
- Processed 1,149 online orders.
- Facilitated 3 live demo trainings of the new Faculty textbook adoption website system resulting in 63.2% of Winter Quarter textbook adoptions submitted on time.
- Offered free 2-day shipping on all Fall Quarter online orders and curbside pickup, which reduced wait times and allowed students to pick up their orders within 5-10 minutes of arriving on campus.
- Launched a brand new "Red Devil Rewards" program for students to be able to accumulate reward points on purchases that can be redeemed as credit towards future purchases.
- Facilitated coordination between Finance and IT to develop a shared network folder for the Bookstore to be able to automatically add point-of-sale reports into, and thus reducing approximately 15% of Bookstore staff's time on physically generating reports to distribute from the Bookstore to Finance.

Fitness Center:

- Facilitated a partial reopening to athletic courses only while maintaining COVID safety protocols.
- 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.

Other:

- The Cafeteria remains closed due to COVID.
- All External Event Rentals have been cancelled through June 2021 due to COVID.

Athletics

- Despite all of the challenges this fall, LCC staff and coaches were there to support Red Devils in the classroom. The overall GPA of student/athletes was 3.34, all six teams were over 3.18 and 24 student/athletes achieved a 4.00.

- As the defending President’s Cup winner with the 2019-2020 Cup to be announced, LCC student/athletes continue to wipe away the myth that athletes can’t achieve in the classroom.
- The NWAC has pushed back the start of league play to April 1st. The Lower Columbia College student/athletes are back from the holiday vacation and are quarantined for two weeks. Small group workouts can begin January 18th.
- The NWAC made the decision to forgo any championship tournaments this school year including the always successful NWAC Baseball tournament at Story Field.

Safety & Security

- The security team increased staff to include 14 Health Monitors. More health monitors are still needed due to opening more classes and attrition of previously hired personnel.
- LCC is now participating directly with the State Emergency Management via WebEOC and able to requisition PPE at no cost to the college.
- Requested numerous new PPE inputs for campus operations.
- The LCC Emergency Operations Team has been working hard to maintain contact tracing, even as the county has abandoned their efforts.
- Jason Arrowsmith updated reporting software, Maxient, to reflect the recent changes to the Code of Student Conduct.
- Worked to create the new Safe Back to School Plan for Winter quarter 2021.
- Worked to review classroom best practices for COVID mitigation.
- Reviewed and updated all COVID trainings for Winter 2021.
- Collaborated with other departments on the creation of the “Return to Campus Guides”.
- Closely followed and reviewed new mitigation provisions listed in the Governor’s proclamations to ensure campus operations remain in compliance.

Information Technology Services

- Created online budget reports to deliver some of the information that was provided by FMS Query. These reports pull data from ctLink and format it in a user-friendly report which is available to access online.
- Improved the bookstores automated reporting processes.
- Continued to troubleshoot and improve the statewide DataLink download application for ctLink.
- Helped K20 cutover to a new internet service provider for the college.
- Replaced one server (domain controller) that was outdated and decommissioned another outdated server.
- Upgraded the email server used by college faculty and staff.
- Upgraded several SQL database servers.

Customer Support:

Total Windows 10 computers deployed to date: 1171 (234 remaining)

Service Requests in Q2 2020:

Opened: 424
 Resolved: 459
 Unresolved: 57

Average Time to Resolve Service Requests (last 90 days):

2 Days, 21 Hours (end of 2021-1-2)

Service Requests in December 2020:

Opened: 96
 Resolved: 120

Unresolved: 57

Average Time to Resolve Service Requests (last 90 days):

2 Days, 21 Hours (end of 2021-1-2)

Service Requests in November 2020:

Opened: 118

Resolved: 131

Unresolved: 81

Average Time to Resolve Service Requests (last 90 days):

2 Days, 21 Hours (end of 2020-12-2)

Service Requests in October 2020:

Opened: 210

Resolved: 208

Unresolved: 94

Average Time to Resolve Service Requests (last 90 days):

2 Days, 21 Hours (end of 2020-11-2)

Training:

- Okta Training – 16 hours

Maintenance

- 370 work orders were generated in the second quarter of FY 20-21, of which, 236 were completed. A total of 317 work orders were completed in Quarter 2.
- Staff spent about 91 hours on preventative maintenance this quarter.
- Completed load testing of all three generators on campus which is vital to ensuring generators will operate properly in the event of a power outage. All generators are operating properly.
- A new modem for one of the Chargepoint car charging units in the HSB parking lot has arrived.
- The water heater was replaced in Main and the building's 5-ton HVAC unit received a new compressor.
- There was significant water damage to ceiling tiles in the Payroll and Finance areas of the Administration building during the building's roof replacement. Maintenance staff ordered and replaced these tiles and appreciate the patience of everyone affected by the leaks.
- A new 5-ton HVAC unit & coil for Head Start East was ordered and installed by CMS staff.

Custodial

- Disinfecting foggers and UV disinfecting wands were received. Training is being conducted with custodial staff and devices are expected to help immensely with COVID-19 disinfecting protocols.
- All classrooms used during Fall Quarter were disinfected and had their carpets extracted.
- The main hallway at Head Start West was waxed along with Classroom 127.
- The Clay Lab and Weld Shop were deep cleaned per the Custodial department's lab cleaning procedures.

Key Shop/Locksmith

- Plastic ADA compliant handles were installed on non-compliant doorknobs in the Don Talley, Physical Science, and Vocational buildings.
- The keypad lock project at the Oak Terrace Apartments is now complete. There is now a keypad lock on every bedroom door in the complex to enhance student living safety and security.
- Panic bar security indicator kits were installed on Vocational building rooms 112,113, and 117. These kits enable anyone to lock the door from the inside without a key in the event of a

lockdown. Panic bar security indicators are standard on large classrooms and labs in newer buildings, while older buildings have been retrofitted to comply.

- Night latch cylinder plates have been ordered for Admissions and Applied Arts exterior doors. Night latches enable a door to automatically re-lock upon entry and ensure entry doors do not remain unlocked when they should be closed to the public.

Print Shop/Central Services/Surplus

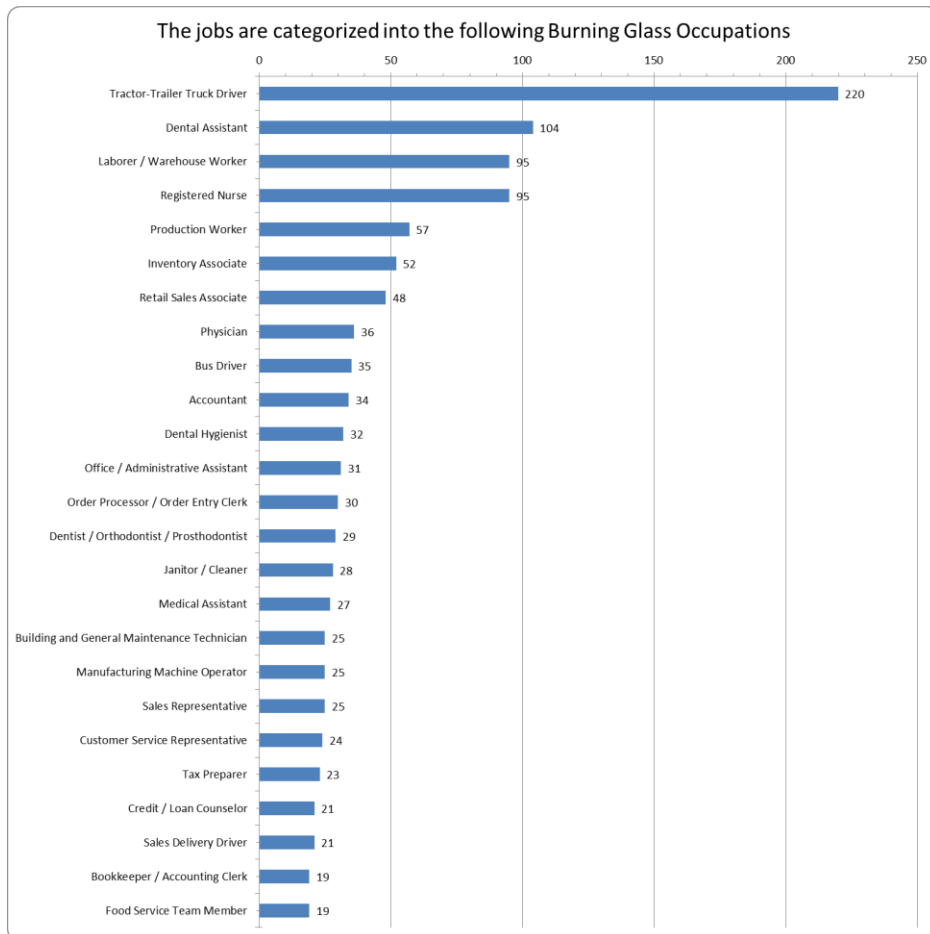
- Made \$3,733.99 for the College through the sale of surplus inventory via the Public Surplus website.
- Made 797,968 copies on campus during October, November, and December.
- Received and processed 1,286 pieces of freight.
- Processed 11,051 pieces of outgoing mail (including Bulk Mailings & Business Reply).

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 12/18/2020):



Professional/Technical Marketing Update

- A full-blown marketing campaign for winter quarter ran November 1, 2020 through January 3, 2021. Components included Internet radio, Google (advertising and search engine optimization), YouTube, Facebook and Instagram ads including Facebook's gaming platform to reach prospective male students, streaming television, local radio, and print (newspaper). Highlights of the winter quarter campaign, which was focused on adult reengagement as well as recent high school graduates, included manufacturing, chemical dependency studies, and business. The campaign included elements of LCC's GradPlus initiative, and emphasized short-term workforce training options including office administration, production technician, multicraft trades, and engineering technician. A direct mail enrollment campaign pinpointing specific age groups in the zip codes served by LCC was also included in the campaign.

Core Theme II: Transfer and Academic Preparation

Transfer and Academic Preparation Marketing Update

- Marketing for Transitional Studies enrollment occurred in September through November (radio, newspaper and social media).
- The marketing campaign for winter quarter that ran November 1, 2020 through January 3, 2021 also promoted academic transfer enrollment. Components of the campaign included Internet radio, Google (advertising and search engine optimization), YouTube, Facebook and Instagram ads including Facebook's gaming platform to reach prospective male students, streaming television, local radio, and print (newspaper). Highlights of the winter quarter campaign, which was largely focused on adult reengagement as well as recent high school graduates, included a major emphasis on Science, Technology, Engineering and Math (STEM), chemical dependency studies, and business. A direct mail enrollment campaign pinpointing specific age groups in the zip codes served by LCC was also included in the campaign. In addition, a specific "Rock Enroll" campaign ran early November – mid-December to encourage new and returning students to enroll for winter quarter. A local radio ad featuring Betsy Richard was included in the campaign as well.

Core Theme III: Student Access, Support and Completion

Disaggregated Data

During the 2019-20 academic year, LCC began including disaggregated data (by various demographic categories such as gender) for all relevant Key Performance Indicators in the Institutional Monitoring Reports. In 2020-21, the task is to set mission fulfillment and stretch goals for disaggregated data points. The change is to better align LCC with Northwest Commission on Colleges and Universities (NWCCU) accreditation standards and Guided Pathways principles.

Web Navigation Refresh Project

A research project to update the navigation of the main LCC website, lowercolumbia.edu, was approved by the Guided Pathways Committee. The project involves contracting with a research firm that specializes in web design to collect feedback from stakeholders early February through late March and provide LCC with recommendations on a web navigation restructure that encourages student success, aligns with Guided Pathways principles, and promotes institutional effectiveness.

Core Theme IV: Institutional Excellence

Accreditation Update

LCC's next formal accreditation activity is a Mid-Cycle Report and visit, which has been scheduled for October 25-26, 2021. The Mid-Cycle review does not result in formal recommendations; instead, evaluators provide feedback intended to help colleges prepare for their upcoming Year Seven Visit. During the Northwest Commission on Colleges and Universities (NWCCU) annual meeting in November, it was announced that there are no longer "regional" accreditors. Former "regional" accreditors are now considered "national" accreditors, and institutions are no longer bound by geography when determining their accrediting body. The former regional (now national) accreditors are not anticipating any major changes related to where institutions choose to receive their accreditation.

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 continues to be a challenge.
- A number of the long-standing issues with student accounts have been resolved. There are still ongoing challenges with student accounts and configurations are continuing to be reviewed and refined to correct remaining issues.
- 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.

Development of reporting procedures using ctcLink data is ongoing. LCC has been hosting monthly enrollment reporting discussions with all DG3 colleges to increase shared understanding and accuracy of reporting enrollment in ctcLink. Recent topics include how to differentiate between completed vs. submitted applications.

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. The timeline for integration between Campus CE and ctcLink is TBD.
- New Online Admissions Application (OAA) - an improved online admission application is in the testing phase at SBCTC. Local configuration activities, training and college user acceptance testing are scheduled for January, with the new OAA launching on January 28, 2021.
- 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. 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:

[Fighting Smelt](#) - Members of the Lower Columbia College Fighting Smelt speech and debate team recently competed over a virtual platform at the 90th Annual Mahaffey Memorial Tournament. The Daily News | December 11, 2020

[Lower Columbia College Fighting Smelt place at tourney](#) - Members of the Lower Columbia College Fighting Smelt Speech & Debate Team finished second in the two-year college sweepstakes at the 90th Annual Mahaffey Memorial Forensics Tournament held virtually over the weekend of Nov. 14-15. The Daily News | November 29, 2020

[LCC Speech & Debate wins awards at tournament](#) - The Lower Columbia College Fighting Smelt Speech & Debate Team competed at the 90th Annual Mahaffey Memorial Tournament, hosted by Linfield University last weekend. The Wahkiakum County Eagle | November 19, 2020

[LCC's college navigator pilot program showing 'some really exciting outcomes'](#) - The rate of Kelso High School graduates enrolled at Lower Columbia College is holding steady, even as the pandemic has caused drops in enrollment from other local districts. The Daily News | November 17, 2020

[LCC's new teacher degree using COVID-19 to turn out prepared graduates](#) - Teachers have had to learn just as much about virtual school as students the past few months, adding an unexpected curriculum section to Lower Columbia College's new teacher certification degree. The Daily News | November 12, 2020

[Some scholarships on track, others feeling the COVID-19 pinch](#) - Many local scholarships are financed through event fundraisers, into which COVID-19 has thrown a monkey wrench. However, local groups said they plan to pull through and find a way to support graduating seniors. The Daily News | November 2, 2020

[LCC Speech & Debate opens virtual conference season](#) - The Lower Columbia College Fighting Smelt Speech & Debate Team began the Northwest Forensics Conference (NFC) season last weekend at the Steve Hunt Classic tournament, hosted by Lewis & Clark and Whitman Colleges. The Wahkiakum County Eagle | October 15, 2020

[LCC announces appointment to board of trustees](#) - Lower Columbia College (LCC) has announced the appointment of Michael (Mike) Karnofski to the LCC Board of Trustees. LCC Trustees are appointed by the governor. The Wahkiakum County Eagle | October 15, 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 | October 15, 2020

[Fighting Smelt speech and debate team members earn sweepstakes points](#) - Lower Columbia College Fighting Smelt Speech and Debate Team members began the Northwest Forensics conference (NFC) season the weekend of Oct. 10 at the Steve Hunt Classic tournament hosted by Lewis and Clark and Whitman colleges. The Daily News | October 12, 2020

[LCC Speech & Debate Convincingly Opens Virtual Conference Season](#) - The Lower Columbia College Fighting Smelt Speech & Debate Team began the Northwest Forensics Conference (NFC) season last weekend at the Steve Hunt Classic tournament, hosted by Lewis & Clark and Whitman Colleges. College Relations | October 12, 2020

[LCC speech and debate team members begin a virtual season](#) - Lower Columbia College Fighting Smelt Speech and Debate Team members began this year's competition season competing online Sept. 25 and 26, marking the first time in the history of the college program that the team participated in a fully online platform. The Daily News | October 5, 2020

Operations Council Report

Instruction Division – Fall 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

Core Theme I: Workforce & Economic Development

- Continuing Education has contracted with Public School Employees SEIU 1948 to provide Paraeducator Basic Modules to furloughed members. The Continuing Education and eLearning departments are working together to develop a clock hour training for CANVAS which can be used to help local school districts navigate the platform. The first modules for both partnerships will roll-out in early January.
- A wide range of highly interactive courses are available through the continuing education's [ed2go](#) program. Classes are mostly six-week courses and require internet access and an email account. All classes are led by expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, and convenient.
- Continuing Education has created a [monthly newsletter](#) which showcases upcoming classes available to our community! Information is also shared out on the Corporate & Continuing Ed [Facebook](#) page!
- LCC applied for a \$200,000 Prof/Tech restart grant to support the reestablishment of professional and technical programs that were disrupted due to COVID-19, and to provide alternative and innovative methods of ensuring that career pathways are available to aid economic recovery in the state of Washington. The team received notification and our grant allocation was \$170,796.
- Professional-Technical program labs: Additional professional-technical programs with required physical labs returned for in-person instruction during fall quarter including Automotive and Diesel Technology, Nursing, Medical Assistant and selected courses in computer science/ information technology.
- Apprenticeship: Apprenticeship programs have seen an increase for Fall quarter. Axiall Westlake Chemical recently reactivated their apprenticeship programs and have two apprentices preparing to enroll in Winter Quarter. Nippon has two apprentices, USNR has nine, Selway Machine has between 35-50 and Woodland School District has approximately seven enrolling in education and early childhood education courses as part of the Washington Public School Apprenticeship program. Several additional apprenticeships are currently under development with Genentech and Weyerhaeuser Longview Lumber.
- Advisory committees: LCC Professional-Technical Advisory Boards began meeting again in September for the first time since COVID-19. LCC continued to partner with K12 to host joint committees to further strengthen program pathways from high school through higher education. Faculty members had an opportunity to update industry partners on current enrollment challenges and program status including adjustments made to accommodate online learning. Industry partners remain instrumental in providing guidance and support for LCC workforce programs. Overall, industry members praised LCC and K12 for their work and are looking forward to additional collaborations in the coming year despite challenges of meeting in the online environment.
- Commercial Truck Driver Training: LCC's Commercial Truck Driver Training courses have been on hold for all of 2020. LCC is planning to offer courses again, under a strict mitigation plan, beginning Winter term. To accommodate restrictions, enrollment will be limited to four students per course with only two students at a time allowed in the cab of each truck with one driver trainer. LCC hopes to utilize Restart grant funding to help cover the additional costs. At this time, one session will be offered in Winter quarter and two are tentatively planned for Spring 2021.
- Automotive ASE Accreditation: The Automotive Technology faculty are currently working on the 2.5-year self-study for the Automotive Service Education (ASE) accreditation.

- Early Achievers Grant: LCC's Early Achievers Grant, a grant aimed at serving students who are currently employed in a related field and returning to further their education as an Early Childhood professional, served 50 students this quarter working closely with the Workforce Services department to coordinate and maximize funding.

Core Theme II: Transfer & Academic Preparation

- Lower Columbia Regional University Center: The Lower Columbia Regional University Center continued to offer services online and remotely for Fall quarter. Franklin University developed several 3+1 programs allowing students to attend LCC for three years and the fourth year online via Franklin to earn a bachelor's degree saving students both time and money. This quarter pathway guides were established for Accounting and Business Management and information sessions held with the related faculty members. Additional programs in the works include Criminal Justice, Information Technology and Business Technology Medical Administrative Support.
- BAS-OLTM: The LCC BAS team continues to work toward the approval and implementation of a BAS degree in Organizational Leadership and Technical Management. The team successfully presented to the SBCTC Board and was approved to continue to the next step in the process. The full program proposal was submitted in November with feedback from SBCTC leadership pending. The final presentation is tentatively scheduled for February 2021.
- BAS-TE: BAS-Teacher Education cohort one remains strong with 20 students set to make history by being LCC's first baccalaureate graduates this Spring. Cohort two currently has 24 students with at least one additional joining in Winter due to extenuating circumstances. Local K12 and industry partners along with LCC's faculty have played a vital role in keeping the program strong. This fall, all 44 students were placed for either in-person or virtual field experience/student teaching. This is an incredible accomplishment considering the training to the mitigation plans and protocol at various districts as many K12 converted from online to in-person mid-term. LCC will be accepting applications for the next BAS-TE cohort next month with a due date of April 1st.
- The BAS-TE program and faculty also reached an essential milestone related to the Professional Educators Standards Board (PESB) specialized accreditation process by submitting the first round of extensive reporting this November. Faculty will continue to collect and report on program data in preparation for the full 27-month accreditation review to occur Summer 2021.

Core Theme III: Student Access, Support & Completion

- The Schedule Task Force met this fall and has begun efforts for developing a new block schedule and schedule development calendar. Data collection is underway which will be used to inform the new block scheduling as a part of our Guided Pathways efforts.
- The Guided Pathways financial report was submitted to College Spark in late September. This is LCC's third year in the 5-year grant, each year LCC receives \$100,000 to support guided pathway efforts.
- The newly revised College 101 was offered for the first time fall quarter. This course will be required for all new incoming program students with less than 15 successful college credits completed beginning summer 2021.

Core Theme IV: Institutional Excellence

- The 2020 Fall In-Service week was held virtually and included a mini-conference day for all employees, guided pathways & assessment work days, as well as, built in faculty days to provide prep time to prepare online courses. The mini-conference included 18+ sessions, all which were recorded and posted in CANVAS for future training purposes. Our conference brochure was beautifully created in-house by Maya Muller. Overall engagement and participation was high in all sessions and the fall in-service planning team did a wonderful job transitioning to a fully online environment.

- Due to COVID, the instruction division has changed the schedule development timeline to allow ample time for our leadership team to make decisions regarding the modality of our class offerings. Faculty, deans, and the entire administrative team have worked diligently to meet new deadlines and embrace flexibility as we adjust accordingly based on the updates regarding COVID.
- The Early Learning Center was awarded \$20,680.00 from the Department of Child, Youth, and Families to provide financial assistance due to increased costs for payroll, PPE, cleaning supplies related to COVID-19. In addition, some funds will allow the department to purchase a new computer and some chrome books for staff.
- 25Live reports that 659 events were reserved and scheduled on the LCC Campus during Fall Quarter. This includes classes, drive-thru events in parking lots, and misc. reservations for room use. Due to COVID-19 precautions, event types were limited. Athletics and courses were the most common type of events. The most used buildings were HSB and VOC. Data will be impacted by events that were not cancelled; numbers are higher than assumed actual use. Please email Shalaina Williams if more detailed data is desired.
- Faculty Development Committee: A total of \$850.00 was awarded in Fall 2020.
 - 2020/2021 Funds: Current balance of \$17,255 remains in the budget after Fall applications. A few previously approved applications have been withdrawn and the funds returned.
 - Winter 2020 Applications will open in Jan 2021.

Topics of Interest

Recognition / Personnel

- Lucas Myers, Biology Instructor, served as the Lead Faculty Consultant for STEM Communities of Practice (CoP) developed by WA State Board for Community and Technical Colleges. Katrina Fuller, Biology Instructor, is a faculty leader in the Biology CoP. Canvas courses for STEM subject areas have been developed where resources can be widely shared. Since last spring, they have facilitated Zoom meetings for STEM faculty across WA state to share, ask for help, or learn about best practices in online education. The meetings have been well attended, and are likely to continue past the immediate COVID shut-down.
- Lucas, Myers, Biology Instructor, served as a moderator for the WA SBCTC Fall Faculty Institute in September

Auxiliary Programs

Head Start

Recruitment/Enrollment: Enrollment has leveled off at 76% since October. This percentage is on target with other early learning programs in the state. The decline is attributed to COVID-19. The program has split each class group in two to maintain group size restrictions and health/safety protocol. Children whose parents have chosen the in-person classroom service model are receiving two days of classroom services instead of the standard 3-5 days (depending on the model they've enrolled in). Some parents are opting out of early learning due to the burden of remote learning for older siblings. Others do not want to participate until we are able to offer full in-person services. These children remain on our waitlist until COVID restrictions are lifted. The program will begin new enrollment efforts in January.

School Readiness & Family Support Services: 76% of enrolled children are receiving in-person classroom services paired with remote family support services. The other 24% are receiving remote learning and family support services. Parents/Caregivers and Teachers have partnered this fall to support each child's development. They continue to use tools the program began in the Spring of 2020 such as SeeSaw, Remind, and Zoom to communicate regularly and make virtual face-to-face connections. Resources and materials are being safely delivered to front doors.

Health & Safety: Our COVID-19 Operating Plan & Supplemental Health Guidance have been successful in keeping children and staff safe from exposure. Staff are working diligently and it shows in our outcomes. There was one classroom exposure Fall quarter and there were no further confirmed cases resulting from that exposure. We've seen an increase in reporting of symptoms and testing. Continued early reporting and following procedures will help to keep in-person services available to children and families.

Funding Applications: A 5% State ECEAP slot rate increase was vetoed in June. The program has been working on budget strategies due to the loss of this requisite funding increase. An application for ECEAP Operating Support was awarded by the Community Foundation of SW Washington earlier this month. It's a big help toward pushing this program's budget toward zero by June 2021.

In keeping with program strategic goals, an application was submitted in September to expand Early Head Start by adding 35 infant and toddler working day childcare and comprehensive services slots next fall. This application was not awarded. The program will reset and be poised for the next opportunity.

Facilities: The new playground at Barnes North was completed and has been in use since October. Groundbreaking for the construction of the new South Kelso ECEAP location in partnership with Youth & Family Link will be scheduled soon. The building was funded by the Department of Commerce to bring early learning slots back to South Kelso. Thirty-four ECEAP children will be served right across the street from their siblings at the new Wallace Elementary School next September. This unique partnership will no doubt be a resource hub for families in the neighborhood.

Early Learning Center

- Early Learning Center hired one full time assistant teacher in November and has a full time assistant teaching position open currently.
- The program serves 48 LCC student/staff families and currently has 7 open slots.
- In partnership with Head Start the ELC offers 17 slots in the ECEAP classroom. This partnership provides program funding and resources to the families served
- Teacher/parent conferences will be held via the phone at the end of Fall quarter.
- The ELC has applied for several grants to help offset costs associated with COVID, as well as, the addition of an outdoor covered playground area for the program. Notification should be received in the coming weeks if the ELC is selected.

Career Education Options

- Four HS Diplomas were awarded for Fall quarter.
- 68 full-time high school students registered for Winter quarter.
- CEO has added a Zoom Room for Winter quarter to facilitate student success.
- CEO is able to accommodate up to 8 students to access in person services.
- To better align the program to HS graduation pathways, CEO is collaborating with the Longview School District.

OPERATIONS COUNCIL REPORT – Student Services

January 2021

- 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

- In collaboration with the Workforce Southwest WDC, Workforce & Career Services is working to expand opportunities for basic food recipients through the BFET and ABAWD programs. Additional services will include job retention support through WorkSource and comprehensive case management and connections to community and social services through the Thrive grant. Eligibility for this program has been expanded to include all Cowlitz County residents at or below 200% of the federal poverty level. This service model in partnership with WSW and WorkSource will be a two-way referral system with the goal of increasing enrollment and retention for those participants enrolled at LCC.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- As a result of policy changes at both the federal and state level, the BFET program is now able to serve students in all academic programs with the exception of baccalaureate level degrees. The new approved pathways include academic transfer degrees, continuing education certifications, and apprenticeship programs. This change is significant as it is the first workforce support program to support students in transfer pathways and will increase equitable opportunities and outcomes for low income students and students of color. These policies will also increase access to public benefits such as basic food and childcare subsidies for students enrolled in the BFET program. The Workforce & Career Services department is currently working on campus and community wide outreach to recruit new students.
- TRIO submitted their annual performance report to the Department of Education on December 3, 2020. The required objective for earning an Associate's degree or Certificate within 3 years of enrollment is 35%. TRIO's actual attainment rate for earning an Associate's degree or Certificate within 3 years of enrollment was 55%. The required objective for earning an Associate's Degree or Certificate within 3 years of enrollment and transferring to a 4-Year Institution is 25%. TRIO's actual attainment rate for earning an Associate's degree or Certificate within 3 years of enrollment and transferring to a 4-Year Institution was 36%.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- At the end of October, all CARES Act stimulus funding allocated towards direct student grants was expended by Workforce & Career Services staff. In total, over \$985,000 was distributed to students as emergency aid in Spring, Summer, and Fall quarters. In addition to the \$905,000 allocated by the U.S. Department of Education, \$50,000 was donated by the Community Foundation of Southwest Washington, and another \$30,000 was provided by BFET reutilized funds. A total of 479 students impacted by COVID were awarded emergency aid, and the average award was \$1,340 per quarter.
- In both Fall and the upcoming Winter quarter, Workforce & Career Services has partnered with the Learning Commons to triage students' technology needs. Through

the survey at lowercolumbia.edu/techsurvey students are able to request technology assistance such as a laptop or Chromebook check out, or access to the internet through a hotspot or free high-speed broadband.

- In collaboration with Financial Aid and the LCC Bookstore, Workforce & Career Services has redesigned the book voucher process for students using workforce funding, Student Success Grant, and other funding sources. The new process allows students to apply their book voucher directly to their online shopping cart and no longer requires students to obtain a voucher from the Cashier. This process has streamlined the process for students and allows them to purchase books online and have them shipped directly to their home without the need to come to campus.
- The DREAMers Taskforce hosted two forums for staff in Outreach, Financial Aid, Registration, and One Stop to discuss promising practices in working with undocumented students. These meetings have allowed for a collaborative approach to aligning services and reducing barriers for undocumented students as they navigate college admission, advising, and financial aid processes. The DREAMers Taskforce plans to continue facilitating these conversations and is currently working on recommendations for further collaboration.
- Dani Trimble, Director of Workforce & Career Services, serves as the chair for the statewide Undocumented Student Support work team, which includes representation from community and technical college staff, faculty, and students as well as community partners. As a result of this work, legislation amending HB 1079 residency and other requirements for state financial aid for undocumented students has been introduced to the WA State Legislature. The legislative proposals have been made in collaboration with a statewide coalition called Communities for Our Colleges spearheaded by the Alliance for a Just Society. If approved, these changes would greatly increase access, student support services, and financial resources for undocumented students.
- The LCC food Pantry continues to serve students with access to both short term and long-term food resources. During fall quarter, a total of 178 requests for food were processed. In addition to weekly grocery pickups, in Fall quarter, the pantry has been able to provide 19 gift cards (\$50 each) to local grocery stores for students in need of more food resources. Additionally, 68 \$50 gift cards and 25 turkey dinners were provided for students who need additional resources for the holidays. The primary source of funding for the food pantry continues to be from donations from LCC faculty staff, and community members. ASLCC continues to provide both funding and student leadership in support of the food pantry and support for students in need.
- The Food Pantry Task Force also collaborated with the Student Activities department for the LCC Virtual Giving Tree. A survey was sent out encouraging students in need to request holiday wish list items for their families. Emails were sent to LCC staff/faculty to sponsor these requests. 51 students requested assistance through the Virtual Giving Tree and each family was sponsored by an LCC staff or faculty member and the Phi Theta Kappa Honor Society.
- TRIO Director, Jodi Reid, Outreach and Enrollment Manager, Nicole Faber, and VP of Student Services, Sue Orchard, solidified support with Kelso School District, Toutle Lake School District, Castle Rock School District, Wahkiakum School District, and Woodland School District for application of the TRIO Educational Talent Search grant, which would serve the above school districts from September 2021-August 2026 if awarded. TRIO Educational Talent Search is a federal grant program which provides support to students

grades 6-12 in encouraging high school graduation and post-secondary enrollment and completion.

- On October 21st, ASLCC partnered with Disability Support Services and Counseling to host guest speaker, Josh Rivedal, to discuss mental health and suicide prevention. DSS and Counseling also presented on their services to a group of 10 students.
- On October 27th, LCC hosted a virtual Open House for new and returning veterans. Vet Corp Navigator David Jones, Vet Alliance President CJ Jones, Leszek Cromwell from Counseling, and Mary Kate Morgan from DSS, presented important college resources to 14 veterans. Most of these veterans were new students.
- Disability Support Services have facilitated accommodations for several students with COVID-19 Fall Quarter 2020, in addition to our typical caseload. This could entail aiding flexibility on assignment and due dates for a period of time.
- In Fall 2020, DSS has provided one-on-one zoom sessions for students in need of free assistive technology resources, such as Natural Reader and built-in text to speech and enlarging settings on devices.
- Jodi Rogers took over CTE Dual Credit Coordinator responsibilities, becoming a full-time staff person and maintaining KHS Outreach Navigator responsibilities
- Nicole Faber and Byron Ford coordinate weekly messaging to engage newly admitted students as a follow up to complete the New Student Orientation; weekly reports indicate high engagement with this messaging, averaging a 65% engagement rate
- The Outreach team met weekly with K12 partners to coordinate engagement strategies including expanding articulation partnerships, including receiving more than 170 requests for articulations (including renewals)
- Nicole Faber represented LCC in Financial Aid Outreach events (4) throughout Southwest Washington, in connection with the Washington State Achievement Council (WSAC)
- The Outreach Team implemented weekly “Rock Enroll Support Sessions” hosted in the Wi-Fi Hotspot on campus - more than 20 students have engaged with this resource and received assistance completing required tasks to enroll
- Nicole Faber co-founded a Post-Direct Admissions Initiative (DAI) Outreach series with representatives from the State Board of Community and Technical Colleges (SBCTC) - Kristi Wellington Baker and Jamie Traugott.
 - The group has convened monthly and has garnered more than 40 regular participants representing Community and Technical Colleges (CTC) throughout the state, specifically in Outreach/Engagement rolls
- Nicole Faber has met with all K12 partners in the immediate service area to develop individualized (by school) outreach plans that align with the Outreach Navigator scope of work
- Several trainings were given to faculty to utilize the Advance Search and Watchlist features in Navigate to identify students in their classes and advising list that have not yet registered for Winter Quarter.
- Approximately 1200 currently enrolled students that have failed to enroll for winter were sent an email via Constant Contact engagement:
 - As of December 16, this message has a 21.5% open rate and a 10% click rate
- Advisors in the Entry & Transfer Center had 507 student appointments since Oct. Of those, 138 were New Student Advising appointments

- Three separate rounds of progress reports went out to faculty this quarter resulting in approximately 500 at-risk students receiving outreach from students' advisors, liaison advisors, or other supplemental advisors in the form of phone calls, texts, and emails to see how the institution could assist them. Seventy-eight faculty members participated this quarter.
- Running Start has been actively working with students to finalize registration and resolve any issues. The Zoom room has been open for a few days to help assist students, although most inquiries come through via email or phone.
- Running Start currently has 471 students enrolled and ready to go for Winter 2021. Of those, 12 are new students for Winter quarter.
- 28 Fall Running Start students returned back to the high school full time for various reasons, including struggling with online format, desire to attend high school classes in person, and general difficulty with college level coursework.
- The Running Start team is working on reaching out to Senior students who are on track to graduate but did not attend a Senior Graduation Session, and assisting them with completing a degree audit and helping students submit the online graduation application.
- Currently, Running Start has more than 100 students on track to graduate in June with an AA-DTA, Associates in Science, Associates in Diesel/Heavy Equipment.
- Kara McElroy implemented a new process for ensuring compliance with the IRS requirement to obtain social security numbers for each student. This required reviewing and modifying delivered ctcLink processes to meet LCC student needs and will result in a better tool that will be adopted by other ctcLink schools.
- Serena Lampkin partnered with institutional research staff to develop a methodology for analyzing and reporting on admissions application data.
- Rosemary Perkins redesigned ctcLink AS-T plan configuration in order to include academic subplans for additional detail and accuracy in student program planning. All current and incoming students were then reviewed to ensure they are assigned to the appropriate plans.
- Registration is nearing completion of the first conversion of a legacy student record into ctcLink. This process has taken months of development with the State Board and other college partners and is critical for ensuring students with enrollment data stored in the legacy system can be successful upon return to LCC.
- Registration continued to review and improve ctcLink enrollment requirement configuration so students can use self-service registration tools. LCC faculty have designed math and English classes with complex prerequisite and corequisite configurations, requiring significant customization to implement in ctcLink.
- Registration set up a system to collect bug reports and change requests for academic advisement reports, allowing faculty and students to participate in the ongoing development and maintenance of these tools.
- Britney Deal evaluated and awarded 53,825 credits transferred in 2020 in response to 696 transcripts submitted by 626 students transferring to LCC. This included credits awarded under transfer reciprocity and other credit (AP, CLEP, CPLA, CTE Dual Credit, etc.) as needed.
- Registration staff calculated multi-year historical GPA and race/ethnicity data for the first round of state-mandated BAS-TE reporting.
- LCC students earned 91 associate degrees for fall 2020, compared to 65 in fall 2019 and 60 in fall 2018. Every student who applied for graduation pending completion of

their final degree requirements in fall 2020 successfully completed their degree requirements. Students intending to graduate this year submitted 245 graduation applications since October 1.

- Registration continues to develop and formalize policies and procedures for reviewing and awarding academic credit for prior learning. Recent state and accreditation policy changes have necessitated a review of LCC policies. Once policies are finalized in January, additional marketing and recruitment is planned to increase participation.
- Registration staff continue to receive and process about 400 incoming email requests each week for registration changes and other issues.
- Testing staff provided 133 Math placement exams since the start of Fall quarter, evaluated 238 multiple placement measures, remotely tested 14 LCC students for their ASE certification, and coordinated with 55 Nursing applicants to conduct another round of TEAS testing. The Testing Center Zoom room served 756 visitors over this period.
- Our Navigate team continues its work to enhance the Navigate experience for staff, faculty, and students. Full onboarding via Navigate was rolled out to all incoming Winter 2021 students. New categories were added to the staff-side to assist with advising. Our team also started the extensive work on the Academic Planner tool, which will greatly enhance the advising experience for both students and advisors.
- One-Stop & Outreach paired with LCC Advisors and local K-12 schools to offer a Financial Aid application event online in Zoom October 1st, helping students complete their financial aid applications. This event was open to LCC and high school students, including those from the community. 16 students participated in the event, half of which were from RA Long High School and the other half were LCC students.
- One-Stop and Financial Aid served 2,257 students in their combined Zoom room, from the start of Fall quarter until December 15th. The number one reason students come to Zoom for assistance has continually been financial aid questions and concerns, and to receive help with their aid applications.
- During the month of October, One-Stop staff participated in the College Goal Washington event series held on Zoom, where they assisted students from across Washington State in applying for financial aid. This event series is put on by Washington State University Vancouver in collaboration with all colleges in Southwest Washington.
- Student Ambassadors, ASLCC and Tutoring collaborated to put together “Finals Survival Bags” for current students heading into Finals week, which provided snacks and supplies to help them study and relax. On November 30th and December 1st, 63 “Finals Survival Bags” were distributed via a curbside pick-up. These bags were well received and the plan is to distribute again in the Winter quarter.
- Student Ambassadors, ASLCC and Tutoring also collaborated to hold “The Finals Stretch” finals event online in Zoom, to help students prepare for finals. Available services included study preparation workshops, one-on-one tutoring sessions, math and English breakout rooms, and games to help students relax.
- ASLCC developed two legislative platform agenda items to bring before Washington State Legislators for the upcoming legislative session. The topics of each plank were “Textbook Affordability” and “Addressing Senate Bill 5800: Homelessness and Community College Students”. The ASLCC Governing Board has been working in an online learning environment with student government associations from other schools in the CTC system to prepare these agenda items. Currently, the students are caucusing and voting on statewide platform submissions. A unified statewide CTC student agenda

will be finalized over winter break and introduced during the upcoming legislative session in January.

- Financial aid received approval to extend the waiver for federal aid Satisfactory Academic Progress and repayments until the US President ends the national emergency.
- SBCTC received approval under Ability to Benefit rules for all community and technical colleges to be able to offer federal and state aid to students co-enrolled in HS+/IBEST. Twenty-five students have been contacted to inform them of this new option.
- Financial aid continues to improve work flow and procedures and students for Winter Quarter. Students are receiving their awards timely.
- International programs is welcoming 7 new international students for Winter quarter from Japan, S Korea, Nepal, Sweden, and China.
- International programs launched an Online Intensive English program to address the online learning needs of students who would like to come to LCC but cannot due to COVID travel concerns. Enrollment for the Fall was 6 students, and is currently at 10 students for Winter quarter.
- International Programs Presented about how international departments can prepare for ctcLink at the Association of Washington International Student Advisors (AWISA) Fall regional conference.

Foundation Report - October, November, December 2020

LCC's Alumni Association's growth continues with membership reaching nearly 800 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 took place on Thursday, October 1 "virtually". Fundraising efforts for this year's signature event benefited the Student Success Fund due to the ongoing needs of our students particularly during the Covid-19 pandemic. Our goal was to raise \$90,000, and we raised \$103,192.46 in gifts and pledges to-date.

This year's Scholarship Social was not held in person due to Covid-19 pandemic. We created the program brochure with donor and recipient recognition and plan to mail them to the donors with their recipient bios. We will set-up phone/zoom meetings between donors and students if requested.

The Foundation Board selected John and Cathy Natt as the 2020-21 Benefactor of the Year.

The auditors are in the process of reviewing the financial statement draft. They have scheduled to present the Foundation audited financial statements in the January 11, 2021 Executive and Finance Committee meeting.

The Foundation launched the annual year-end appeal with a letter, email and social media campaign to raise funds for the College Success Fund. Both direct mail pieces went to over 2750 recipients and emails went to nearly 1240 recipients. The appeal ran through the end of the

year and raised \$59,318.75 from 55 donors. We anticipate a few more gifts to come in over the next few weeks.

Holiday Cards were sent from the Foundation to Wertheimer and Heritage Society members, current and former trustees, current and former board members, top donors, and VIP constituents.

Major gifts and pledges this quarter totaled \$545,383 which included:
\$200,000 pledge payment from Stoller Family Foundation for Athletic Excellence Endowment
\$25,000 from the Cowlitz Indian Tribe for scholarships
\$20,000 from the Estate of Barbara Sweeney for an endowed scholarship
\$20,000 from David and Valorie Futcher for an endowed scholarship
\$20,000 from Columbia Ford Lincoln Hyundai for an endowed scholarship
\$11,000 from the South Seattle College Foundation for the Student Success Fund
\$10,736.00 from Delores Rodman for the Bruce Rodman Endowed Scholarship
\$9,944.94 from Rich and Sharon Dolan for an endowed scholarship
\$44,639 from J&S Foundation for nursing scholarships
\$13, 512 stock donation from Mike Claxton

HUMAN RESOURCE SERVICES – October, November, December 2020

New Hires/Position Changes in October:

10/1/2020	Brianna Purdy	Tutorial Center Program Coordinator
10/1/2020	Jodi Rogers	Program Coordinator (Non-perm, Outreach)
10/21/2020	Victoria Clouse	Teacher Assistant (Head Start)

New Hires/Position Changes in November:

11/1/2020	Semere Huckleberry	Budget Analyst 3
11/2/2020	Kelsey McDaniel	Teacher Assistant (ELC)
11/2/2020	Tatyana Pisarchuk	Program Assistant (Non-perm, Finance)

New Hires/Position Changes in December:

None.

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. We have been working very closely with Janel Skreen and Jason Arrowsmith regarding COVID-related procedures and changes on campus. In addition, we have expanded our work-from-home document to include a wide variety of professional development opportunities and tasks employees can complete from home. This is especially helpful for employees who are unable to physically report to campus to work due to COVID-19.
- Human Resources welcomed and oriented all new full-time and part-time employees.
- We provided great support and resources to employees throughout the annual open enrollment in November.

- As part of our HR Diversity Plan, HR and ELT participated in a pay equity workshop to expand our knowledge on pay equity. We look forward to diving deeper into pay equity in the coming year. Additionally, we are currently compiling diversity data to share with the Diversity & Equity Committee in mid-January. The D&E Committee will establish strategies and goals based on the data that will be presented to ELT in early February 2021.
- Fall quarter online trainings included COVID Prevention, FERPA, and Policy 240 Alcohol & Drug-free Workplace. HR also coordinated the following virtual professional development opportunities for employees:
 - Conscious Bias for Leadership by Julie Kmec, Professor at WSU Pullman
 - Navigating the Manager Self-Service by Payroll
 - COVID Workshop for Supervisors by HR & Janel Skreen
- We have finished our work in translating Canvas trainings into other languages to be more accessible for employees. A huge thanks to Lupe Rodriguez for translating our Canvas courses to Spanish.
- HR collaborated with Melinda Harbaugh, Mary Kate Morgan, and Sarah Griffith to develop best practices and resources for virtual meetings/work environment. We are developing additional resources and plan to share out in early 2021.
- Due to COVID, we coordinated a holiday drive-thru event instead of a holiday party or “hop” this year. Employees were invited to drive thru the Student Center parking lot, say “hello” to leadership, get a coffee from Red Leaf, and collect raffle tickets for prizes. It was a good turnout and great to see employees from a distance.
- Our Fall quarter Ra! Award winners will be presented at the January all staff meeting.

Red Devil Wellness

- Throughout October, we held the annual Walktober walking challenge against WSUV and Clark College. Although LCC didn’t win this year, we will make a come-back next year!
- For fall quarter, Red Devil Wellness has focused on self-care and mental health resources and professional development for employees. Kaiser presented a Taking Care of YOURself workshop, which was a very informative and helpful workshop. We are also trying to spread awareness on the resources available to employees through our Employee Assistance Program.