

Minutes

Operations Council – April 12, 2021

Attending: Chris Bailey, Nolan Wheeler, Sue Orchard, Kristen Finnel, Wendy Hall, Kendra Sprague, Bryanna Smith, Sydney Sanford, Sam Orth, Kirc Roland, Marie Boisvert, Merry Bond, Robert Cochran, Natalie Richie, Jennie Castle, Jason Arrowsmith, Theresa Stalick, Dani Trimble, Nichole Seroshek, Byron Ford, Marisa Geier, Karen Joiner, Paz Clearwater, Brandon Ray, Sarah Griffith, Lupe Rodriguez, and Alyssa Milano-Hightower.

Called to order by President Bailey

1. MEETING TOPICS

HR Diversity Data: Sam Orth & Sydney Sanford

- HR employees Sam Orth and Sydney Sanford shared data regarding race, veteran status, disability status, age groups, gender, relatives at LCC, source of job posting, and summary of hire and separation data from February 2020 to December 2020
- LCC is working towards increasing the diversity of hires
- Continue to make job descriptions inclusive
- Hope to do more job fairs, marketing in diverse locations, developing handbooks for hiring student employees, and refresher courses

Campus Update: President Chris Bailey

- LCC is down about 7.6% in enrollments for spring quarter in addition to the 14% down last spring
- Spring to spring application rates are down 32%
- Cowlitz County is one of only three counties in Washington state rolling back to phase two, which could hinder bringing some additional courses/services/students back to campus
- Information will be sent out listing some advantages of the vaccines and resources on how to get set up for an appointment
- The college was initially worried about having to face large cuts
 - Took small cuts in June that are showing to be sufficient
- Governor and senate have LCC design funding in their budget but the house only funded down to item 12 on the community and technical college list and LCC is 15th on the list
- Summer will not look much different from the current quarter but the hope is to open more services in the fall

2. UPCOMING AND/OR RECURRING TOPICS

3. ROUND TABLE DISCUSSION -

- Nolan Wheeler: More and more face-to-face services are being brought back to campus
- Kendra Sprague: Paid leave is available to employees to get a COVID vaccine

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, Enterprise Services

Sherie Hockett, Payroll

Brandon Ray, Information Technology

Kirc Roland, Athletics

Janel Skreen, Safety & Security

Josh Smith, Fitness Center

Core Theme III: Student Access, Support and Completion

Information Technology Services

- Upgraded an online process to make it easier for students to retrieve their username and password to streamline enrollment of new students.
- Upgraded many of the data sharing processes to share a student's preferred email address instead of their assigned LCC email address.
- Worked with BibliU to provide greater access to library resources.
- Replaced the library server on campus with a cloud service provider to offer greater access to library resources.

Core Theme IV: Institutional Excellence

Finance

- The State Auditor's Office is conducting our annual financial statement audit for Fiscal year 2020 this month.
- Payroll is still assisting the IRS with their document gathering as they conduct an audit of our Form 941 information.
- With assistance from SBCTC and the WA State Treasurer's Office, LCC was among the first colleges to switch to Key Bank for banking purposes.

Enterprise Services

Bookstore:

- Facilitated trainings for faculty to use the new textbook adoption portion of the website resulting in 94.8% on-time adoptions.
- Facilitated the use of MBS Simple Source ordering software, resulting in 30%-69% worth of discounts on the wholesale textbooks we purchased for the Spring Quarter. Without Simple Source, the store would only receive a maximum of 50% discount.
- Successfully executed the Winter Book Buyback program in-store allowing students to sell their used textbooks back to the store for cash.
- Facilitated the shipping and reimbursement for six obsolete textbook shipments to wholesalers for a total of \$2,703 in revenue.
- Facilitated the shipping of sixty, forty-pound boxes worth of obsolete textbooks to partners at Better World Books for 20% commission once sold.
- Added Quick Study pamphlets available for purchase online resulting in 48 being sold at the start of the quarter.
- Using the Bookstore website to place an online order, sixty-five students were able to use their student financial aid book vouchers successfully online.
- 96.88% of online Spring Quarter orders were processed and mailed, or confirmed as ready for pickup, within 1-2 business days

- Processed 845 online orders within the month of March for a cumulative total of \$100,574.
- Offered free 2-day shipping on all Spring Quarter online orders from March 1, 2021 – April 9, 2021, saving students \$4,788 cumulative in shipping charges.
- Offered curbside pickup which reduced wait times allowing 313 online orders to be picked up within 5-10 minutes of arriving on campus.

Fitness Center:

- Facilitated the partial re-opening of the Juice Bar with a new menu.
- Facilitated COVID rapid tests for athletic teams.
- Replaced broken equipment in the Juice Bar and Gym.

Other:

- Cafeteria remains closed due to COVID but preparing for reopening in the Fall to include mobile ordering options.
- All external events were cancelled due to COVID.

Athletics

- Have begun competition with other NWAC colleges. Play is against just teams in the NWAC West Division.
- Are now rapid testing LCC athletes for COVID-19 in cooperation with the LCC Emergency Operations team and the LCC nursing department
- Prior to the testing beginning, the LCC basketball teams were quarantined due to a positive test under an abundance of caution. Both teams are now back to practice and competition.
- LCC athletes had another stellar quarter in the classroom. The overall Winter Quarter GPA was 3.34. 18 athletes had 4.0 GPA's.

Safety & Security

- Assisted with Title IX trainings with LCC athletics over Zoom.
- Tested the Informacast mass notification system over spring break.
- Developed a self-attestation software tool for health monitoring in conjunction with IT for future use.
- Got on-campus rapid COVID testing up and running in collaboration with Nursing and Athletics.
- Had a demo for the RAVE emergency texting system along with a demo for outdoor digital signage with an on-campus demo of the signage in real life applications scheduled later.
- Looking to hire two full-time health monitors.
- Submitted the annual Hazardous Waste Report to Department of Ecology.
- Assisted with COVID mitigation efforts campus-wide.
- IT Services replaced a number of UPS backup batteries for equipment on campus.

Information Technology Services

- Created some online finance queries that pull data from ctcLink and format it in a user-friendly report which is available to access online. The work resulted in a summary “budget report” to provide some of the information that was provided by FMS Query.
- Some online tools were developed to make it easier to search credit card expenses and track PR and PO requests as well as invoices.
- Assisted the Foundation with data pulled from ctcLink that did not sync correctly with Academic Works and therefore made it difficult to match up some students with available scholarships.
- Worked with the Treasurer’s Office to replace credit card equipment on campus so that it would be compatible with Key Banks’s systems.
- Implemented an improved remote access virtual private network to provide a better experience for employees working from home.

Training:

- Participated in Okta training for improved security and Laserfiche training in preparation to implement a new document management solution.

Maintenance

- Spent about 170 hours on preventative maintenance this quarter, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- A new boiler was ordered and installed in the Rose Center as a replacement for the one that failed in spring 2020.
- Lights were installed in the Quad area of the Olympic Court apartments to increase the safety and security of residents and guests.
- Facilitated a couple of quick apartment turnovers at Oak Terrace to accommodate students needing to quarantine due to COVID.
- A new air compressor was ordered and installed at the Weld Shop.

Custodial

- Custodial welcomed three new part-time custodians to the team in March. Welcome Doug, Corbin, and Chansothea!
- The custodial team is being fit tested for respirators in order to be able to use the disinfecting foggers, which are expected to help immensely with COVID-19 disinfecting protocols.
- Quan Ta received an LCC Shout Out from Samuils Nestjorkins! His impressive work ethic and positive attitude were highlighted and CMS staff couldn't agree more. Congrats, Quan!
- Just a reminder! If any area is out of disinfectant, gloves, hand sanitizer, soap, paper towels, rags, etc., please e-mail the Custodial Supervisor, Cindy Moenck, directly. If the need is urgent, please call the Campus Services office at x2260.

Key Shop/Locksmith

- Currently installing and/or re-keying broken and missing locks in basement storage areas of Olympic Court and Oak Terrace apartments.

Print Shop/Central Services/Surplus

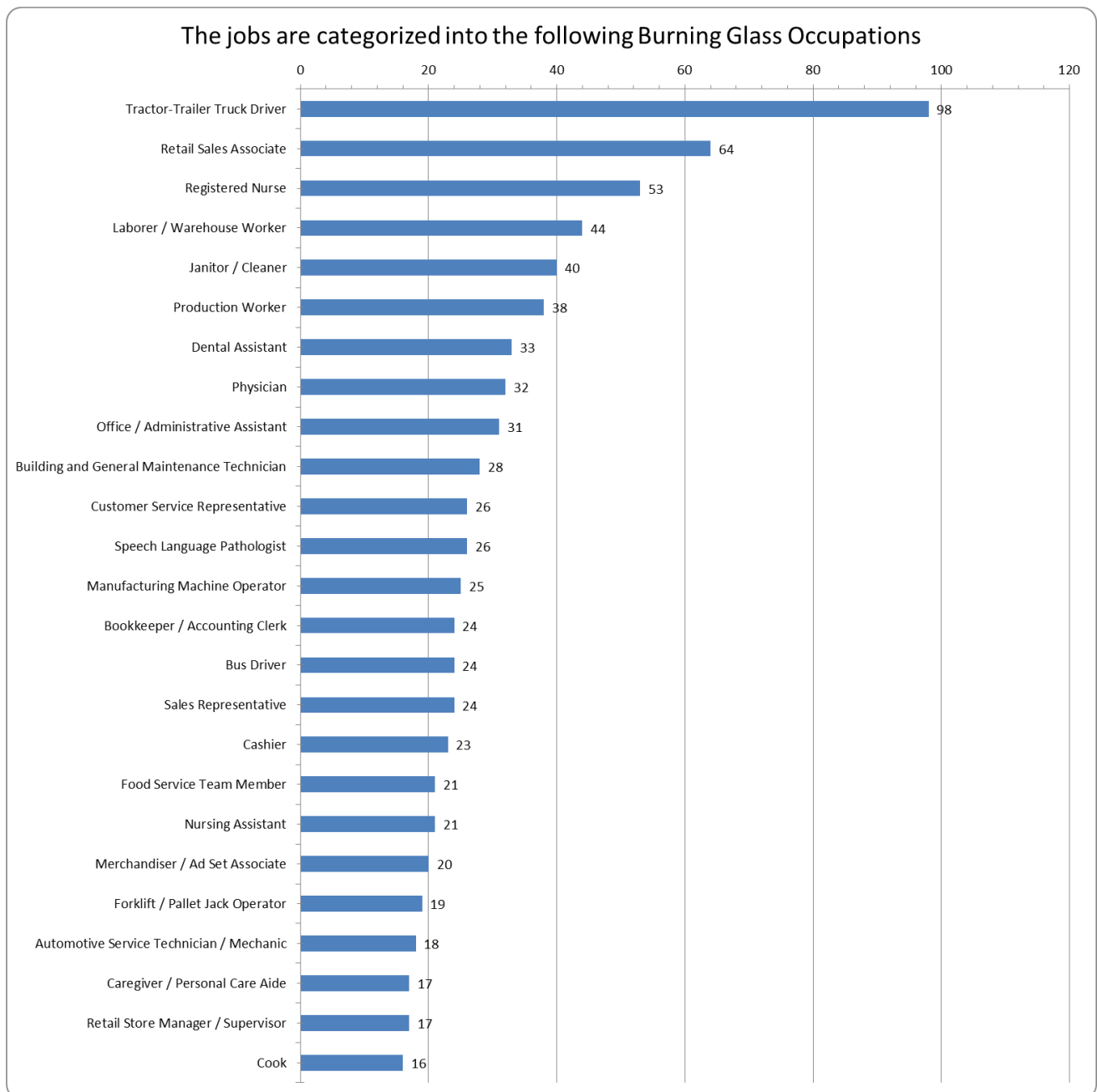
- Made 502,123 copies on campus during January, February and March.

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 04/02/2021):



- Effectiveness and College Relations provided a labor market data training session for faculty on March 31 to assist with question D-1 of the Curriculum and Program Review instrument, “What does the labor market look like for your program or discipline/career pathway? For example, what is the current job outlook? Start your exploration with the [Bureau of Labor Statistics](#), [Washington Career Bridge](#), and the [Employment Security Department](#).”

Professional/Technical Marketing Update

- During the month of March and much of April, we ran a targeted marketing campaign for prospective and stopped-out male students focusing on job preparation. Components of the campaign included GeoSpatial (location-based) digital advertising, Snapchat, YouTube, and streaming television.
- Targeted campaigns for the Medical Assisting and BAS – Teacher Education application cycles were held in winter quarter, featuring social media, print, radio and development of content for Outreach’s Constant Contact email campaigns.

Core Theme II: Transfer and Academic Preparation

Transfer and Academic Preparation Marketing Update

- Promotion of Transitional Studies continued in winter quarter, including advertising on radio and social media.
- The marketing campaign for spring quarter enrollment featured several themes from the GraduationPlus initiative, as well as availability of the Washington College Grant and recruitment for Running Start. The campaign included targeted demographics and covered print, radio, Snapchat, Facebook, Instagram, Google and YouTube.
- Program brochures were developed and printed in winter quarter covering all academic transfer pathways, including Arts, Communication and Humanities; Social Science; and Science, Technology, Engineering and Math (STEM). A general Career Pathways brochure was also developed. Brochure supplies are stored in the Outreach Office.
- A new [Career Pathways concept video](#) was developed for use in marketing and outreach.

Core Theme III: Student Access, Support and Completion

Pandemic Melt

Based on early data (through spring 2020), the following groups of students appear to be most heavily impacted by the pandemic based on declining enrollment: males, Hispanic/Latino/a students, students age 24 and under, and low-income students.

Commencement Video

Following the decision to hold a virtual commencement in 2021, LCC contracted with a videographer out of the Vancouver area to create a customized ceremony for LCC. Filming for the video will occur in late April.

Web Navigation Refresh Project

The web navigation research project approved by LCC’s Guided Pathways Committee is underway. The first component is the survey, which will be followed by focus groups held virtually during the last week of April. Assistance is needed to help recruit 200 students to participate in the focus groups. A call will go out to LCC employees in early spring quarter (as well as directly to students).

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. The report must include examples of at least two program assessments (via LCC's Curriculum and Program Review process). The report is due in early September.

ctcLink Update

The ctcLink Alignment Team and other subject matter experts at LCC continue to grapple with a host of ctcLink process and environment issues and, in some cases, continued steep learning curves as employees (and students) learn the new system.

- Development of reporting procedures using ctcLink data is ongoing. LCC has hosted 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.
- Review of academic planning tools in both ctcLink and Navigate is underway. The planning tools were recently demonstrated to a large group of faculty and staff, and a survey was shared to collect feedback and recommendations on which academic planning tool should be moved forward for implementation.
- The SBCTC has provided a proposal for a new grading basis for Basic Education for Adults classes to help correct longstanding financial aid Satisfactory Academic Progress calculation issues. The proposal is currently being reviewed with a plan to move forward with implementation prior to summer enrollment.
- Finance recently made the transition to KeyBank. LCC is the first live ctcLink college to make this transition. There were a number of issues related to Cybersource configuration, resulting in an outage of the online payment system lasting several days. The payment system has since been restored and SBCTC has made note of lessons learned for other ctcLink college transitions to KeyBank.

A number of improvements/enhancements to ctcLink on are the horizon.

- Continuing Education (CE) solution – Our Continuing Education subject matter expert, Mary Harris, completed user acceptance testing for Phase 1 of Campus CE Integration. Phase 1 allows for course/class data to be pushed from ctcLink to Campus CE, which eliminates dual entry of classes into both systems. LCC will be going live with the Campus CE initial integration on April 6. Phase 2 is up next and will include pushing student registration and payment from Campus CE to ctcLink.
- New Online Admissions Application (OAAP) – a new and improved ctcLink online admission application was launched the beginning of February. As of April 2, 635 admissions applications have been submitted and 102 were in progress. The final accessibility issues (on both the student and staff side) that were identified during user acceptance testing have been resolved, as of March 11. Phase 2 of the online admission application project includes development of admission application templates for International Admissions, College in the High School and Selective Admissions Programs.

Upcoming Image Upgrades (respective pillars will be offline on these dates):

- Finance Pillar Image 39 - Saturday, May 1, 2021
- Human Capital Management Image 38 - Saturday, May 29, 2021
- Campus Solutions Image 21 (with Mobile HCX) - Saturday, June 19, 2021

Upcoming Conversions (all pillars will be offline Friday through Sunday prior to launch dates):

- Deployment Group 5 - launch dates have been approved. The deployment group will be split into three smaller sub-groups. Launch dates are October 11, October 25 and November 8.

Media Coverage

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

LCC Student wins national debate championship - The Lower Columbia College (LCC) Fighting Smelt Speech & Debate Team competed for four days at one of the most competitive national tournaments in the country, the Pi Kappa Delta National Comprehensive Tournament, yielding impressive results. The Wahkiakum County Eagle | March 25, 2021

LCC Student wins national debate championship - The Lower Columbia College (LCC) Fighting Smelt Speech & Debate Team competed for four days at one of the most competitive national tournaments in the country, the Pi Kappa Delta National Comprehensive Tournament, yielding impressive results. The Daily News | March 25, 2021

Letters: Small donations, big difference - Lower Columbia College truly lives up to its commitment to “transform lives through education.” That’s why I’m asking Daily News readers to donate to the sixth annual Students in Need campaign to benefit LCC’s Student Success Fund. Now more than ever, these students need our support. - The Daily News | March 20, 2021

Lower Columbia College to host second virtual-only graduation due to state restrictions - The 2021 graduating class of Lower Columbia College will have a virtual ceremony due to current state guidelines, the college announced this week. The Daily News | March 15, 2021

Sixth annual Students in Need fundraiser kicks off to help students overcome barriers - The Daily News and Lower Columbia College Foundation today are launching the sixth annual Students in Need fundraising drive to help support students. The Daily News | March 14, 2021

'There is always help': Adelina Machuca Santiago overcomes barriers to help others succeed - Adelina Machuca Santiago always worked hard for her education. In her childhood she walked miles to get to school in Mexico, and at Lower Columbia College she persevered through domestic violence, language barriers and financial hardship that at times made graduation seem like a distant dream. The Daily News | March 14, 2021

Community Foundation of Southwest Washington extends scholarship deadlines through April - Calling all college or college-bound students: The Community Foundation of Southwest Washington is extending its scholarship deadlines through the end of April and encouraging more people to apply. The Daily News | March 14, 2021

Lower Columbia College Fighting Smelt successful at consecutive tournaments - The Fighting Smelt Speech and Debate Team of Lower Columbia College recently was named the top community college at the Eddy Shell Invitational debate tournament hosted by Bossier Parish Community College based in Bossier City, La. The Daily News | March 10, 2021

Success for LCC Speech & Debate at consecutive tournaments - The Lower Columbia College Fighting Smelt Speech & Debate Team completed its final tune-up before nationals with back-to-back weekends of challenging competition. The Wahkiakum County Eagle | March 4, 2021

LCC's Fighting Smelt triumph in Southern California - The Fighting Smelt Speech and Debate Team of Lower Columbia College placed third in overall team sweepstakes at the recent Aztec Invitational Tournament. Twenty-three colleges competed at the event hosted by San Diego State University. The Daily News | February 25, 2021

LCC budget stable even with enrollment drop - While Lower Columbia’s College enrollment rates are still down, the college does not anticipate needing to make any midyear cuts because of earlier decisions to cut staff and programs, college officials said Wednesday. The Daily News | February 18, 2021

LCC Fighting Smelt receives prestigious conference awards - At the final Northwest Forensics Conference Designated Tournament of the season, the Lower Columbia College Fighting Smelt Speech and Debate Team received multiple team and individual awards. The Viking Invitational was hosted by Western Washington University. The Daily News | February 15, 2021

Proposed new vocational building would be 'game changer' for LCC, community - Lower Columbia College is making plans for a new nearly 55,000-square-foot vocational building to replace three older buildings on campus, but needs more state money before it break ground. The Daily News | February 8, 2021

LCC Speech & Debate honored with conference awards - The Lower Columbia College Fighting Smelt Speech & Debate Team earned multiple team and individual awards at the Viking Invitational hosted by Western Washington University – the final Northwest Forensics Conference (NFC) Designated Tournament of the season. The Wahkiakum County Eagle | January 28, 2021

Lower Columbia College 2020 fall quarter honor rolls - The Lower Columbia College president's and dean's lists for the 2020 fall quarter have been announced. To be named to the president's list, students must be enrolled in 12 or more credits and maintain between a 3.8 and 4.0 grade-point average. The Daily News | January 23, 2021

Rural Jobs Initiative helps local students overcome higher education hurdles - Vanessa Davis dreams of being a chemical dependency counselor, but as a single mother, living in rural Cowlitz County on disability income, it often felt there were more fences than roads to her goal. The Daily News | January 21, 2021

LCC opens applications for next cohort of teacher bachelor's degree seekers - Applications for Lower Columbia College's teaching bachelor's degree are open again for full-time fall classes. The Daily News | January 19, 2021

Fibre Federal Credit Union supports colleges - From 2018 through 2020, Fibre Federal Credit Union has distributed \$87,000 in grants to four college foundations and eight hospital foundations. The Daily News | January 17, 2021

John and Cathy Natt, Benefactors of the Year for LCC - Former Longview residents John and Cathy Natt of California, have been named Lower Columbia College Foundation Benefactor of the Year for 2020-2021. They will be honored at the Foundation's Horns and Halos Gala in September. The Daily News | January 14, 2021

Free public speaker series sponsored by Lower Columbia College - "Get the Message" is the topic of Lower Columbia College's 2021 Winter Community Conversations speaker series. The Daily News | January 14, 2021

LCC online winter lecture series offered - Lower Columbia College (LCC) has announced the line-up for the Winter 2021 Community Conversations lecture series. LCC's free, online, weekly lecture series focuses on a different theme each quarter. This quarter's theme is "Get the Message." The Wahkiakum County Eagle | January 14, 2021

COVID-19 changed college applications process, but local schools here to help - Although the world, and especially K-12 education, has been turned inside out this last year, college advisors are reminding prospective students that application deadlines are fast approaching and they have stepped up student support services to make applying to college easier. The Daily News | January 11, 2021

LCC's international program 'bucked the trend' of pandemic decline - At the end of 2019, International Programs Director Marie Boisvert thought the 2020 international program was going to be the "strongest ever." The Daily News | January 8, 2021

LCC Foundation names Benefactor of the Year - The Lower Columbia College Foundation has named John and Cathy Natt as the 2020-21 Benefactor of the Year. The Wahkiakum County Eagle | January 7, 2021

Operations Council Report

Instruction Division – Winter 2021

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
Natalie Richie, Director of Instruction Division Operations

Core Theme I: Workforce & Economic Development

- HEET Special Project: funding for \$65,688 was received to purchase a new infant simulator for nursing and provide training for the nursing faculty on simulation equipment.
- Continuing Education offered the first face-to-face flagger training since COVID with 25 flaggers recertified and 12 new flaggers trained in the 4 classes.
- Continuing Education has participated in user acceptance testing for the new integration between CAMPUS CE & ctcLink. The first round of integration will allow class information to flow between the two systems, eliminating the need for dual maintenance for classes. The second round of integration is slated for May and will include registration and payments.
- LCC's Corporate Training and Continuing Education program are working with the Lower Columbia Investment Network, Cowlitz EDC & the CWCOG to develop a quarterly training program for small businesses and entrepreneurs. Training will be available through in-person monthly workshops and through specific [ed2go self-paced sessions](#). The goal of these programs is to help local entrepreneurs learn the skills they need to be successful in our local community. Registration and marketing for the monthly workshops will begin in the coming weeks.
- Professional-Technical Enrollment: Through increased marketing with industry, K12, and community partners and employment trends, enrollment in several areas increased including: Automotive Technology by 90%, (Interest in automotive programs and local industry increased significantly during the pandemic due to a trend of more people repairing rather than replacing vehicles), Early Childhood/Education programs increased between 35-39%, Medical Assisting by 14% and Criminal Justice by 7%.
- Restart Grant: LCC was awarded \$200,000 (GEER) funding to support professional and technical programs that were disrupted due to COVID-19. Funding provided support for: Virtual Simulation by Swift River for 180 nursing students, saving students approximately \$200 each, CDL training for the first reduced cohort of four students, approx. \$6,500 in toolkits and equipment for Diesel Technology students, and health monitors in several areas including early childhood education.
- Advisory Committees and K12/Industry Alignment: LCC continued the integration of K12 and postsecondary CTC advisory committees partnering to jointly develop timelines and agendas. LCC is working with all K12 partners in the service district to develop a regional CLNA (Comprehensive Local Needs Assessment) and strengthen regional awareness of activities and needs through the Columbia River STEM Network. Efforts to increase participation from tribal organizations, rural schools, and employers representing non-traditional fields are currently in the works.

Core Theme II: Transfer & Academic Preparation

- BAS-TE: The BAS-TE program faculty submitted the first round of required data as part of the certification/specialized accreditation process and received outstanding remarks from the Professional Educators Standards Board as one of the few Teacher Preparation programs to successfully submit the data report on the first attempt.

- [Lower Columbia Regional University Center](#): The Lower Columbia Regional University Center continued to offer services online and remotely for Winter quarter. [Franklin University](#) continued development of 3+1 programs (Accounting and Business were approved with several other areas still in the works).
- [BAS-OLTM](#): The LCC BAS team continues to work toward the approval and implementation of the BAS degree in Organizational Leadership and Technical Management. The team presented the final program proposal to the SBCTC Board and was approved. The BAS-OLTM degree has been submitted to the NWCCU and is pending final approval.
- The schedule task force, a sub-committee for guided pathways, has been working to address the scheduling essential practice - schedules must be consistent & predictable, allowing students to complete a 2-year degree in 2-years. The task force has revamped the block schedule which includes [two options](#) for consideration (M,T,TH,F or M,T,W,TH). Dawn Draus & Natalie Richie have been presenting to various committees, councils, and departments throughout the winter quarter. The goal is to select which option to move forward with by the end of spring quarter, test program maps with class schedules, and adjust class offerings accordingly. The task force is also working towards the development of an annual schedule production - due to COVID these efforts were delayed. The team will be revising the schedule to get this effort back on track.
- The ctcLink & EAB Navigate teams have joined forces to review the Academic Planners functionality in both platforms. This effort is a part of our Guided Pathway efforts and will address scheduling & advising essential practices. The review team will present their findings to stakeholders at an upcoming meeting and seek input about which one LCC should adopt for implementation.
- Faculty Librarians conducted 67 one-on-one reference appointments with students, answered 45 drop-in reference questions, facilitated 17 information literacy instruction class sessions to a total of 197 students, and were embedded in 8 Canvas course shells during the winter 2021 quarter. 94,515 searches have been conducted in the Library's four most popular database collections. The Collection Development Committee has been focusing on purchasing digital content to support students' online learning and access to materials.
- On Saturday, April 10, the LCC Science Fiction Club and LCC Business Club (Bite by Byte) will host an online, scaled-back version of NanoCon, their annual science fiction convention. The NanoCon Science Fiction Convention Mk. VII.v is free and open to the public. Convention website: <https://nanocon.co/>
- The LCC HotSpot managed by the eLearning Department recorded 261 visits during Winter Quarter, an increase of 99% compared to Fall quarter (131 visits).
- On March 15th, the eLearning department offered a webinar titled [Online Course Show & Tell](#). This was an opportunity for faculty to learn online course tips, technology, and best practices from faculty members Catie Graham, Heidi Bauer, and Mark Gaither. The Online Course Show & Tell webinar was open to all community and technical colleges in Washington and had 33 attendees total--21 from LCC, 12 from other colleges.
- Open Doors Educational Planner Gabino Salgado worked with 64 Open Doors students during Winter quarter; and he maintained weekly contact with all of them. Twenty of these Open Doors students signed up and received Chromebooks.
- Students in Transitional Studies can choose between hybrid or online classes. By having a number of hybrid classes that meet face to face, one or two days per week, students can receive in-person help when they are struggling with computers and/or assignments.
- In the new Transitional Studies English class contextualized in low level technology skills, Cameron Castrejon welcomes ABE, ESL and Open Doors students who need help getting started with their hybrid and/or online classes.
- I-BEST enrollments continue to grow during COVID due to strong team-teaching partnerships and program advocacy. Catching up with fall quarter with 205 students enrolled in I-BEST, an increase of 26.5% from fall 2019; winter quarter 176 students enrolled in I-BEST, an increase of 12% from winter 2020. Each quarter at least 50 percent of I-BEST students continue to earn honors level GPAs.

Core Theme III: Student Access, Support & Completion

- The Library Circulation department oversaw 115 individual pick-up appointments to check-out Course Reserves, cameras, chromebooks, graphing calculators, musical instruments, etc. This quarter, 8 students were loaned library Wi-Fi hotspots and 85 students borrowed chromebooks. As in the last three quarters, two end of quarter drive-thru drop off events are being offered to students to facilitate the return of their borrowed items more easily.
- The Tutoring Center and eTutoring conducted a combined 545 appointments with 134 individual students. The Tutoring Center conducted 525 of the 545 tutoring sessions.
- The Transitional Studies office expanded on-campus office hours to Monday-Friday, 10am-2pm, which allowed for additional, in-person service and support.
- Transitional Studies staff served 71 students *in office* for a total of 26 hours during winter quarter; an average service time of 37 minutes was delivered for each student appointment.
- In Winter quarter, 28 laptops were loaned to Transitional Studies students who lacked the required technology resources to participate in their online courses. This helped stabilize enrollment and student participation rates.

Core Theme IV: Institutional Excellence

- Two nursing students provided support at the Cowlitz County Vaccination Clinic on February 25, 2021 at the Expo Center. Students witnessed the rare experience of a client with anaphylactic reaction to the vaccine (chances are 2.5 per million according to the CDC).
- Early Learning Center:
 - There have been 7 new family enrollments since January.
 - ELC awarded extended-day ECEAP slots, allowing longer days for 17 families.
 - There were only 2 COVID-19 cases (within one family) in childcare, resulting in no secondary exposures.
 - Many of the LCC employee families that have not been attending childcare due to COVID-19 are returning Spring quarter.
 - ELC is serving 3 families that are approved for Cowlitz Tribal Subsidy.
 - All Mentor teachers have received their first COVID-19 vaccine dose.
- 25Live reports that **559** events were reserved and scheduled on the LCC Campus during Winter Quarter. This includes classes, drive-thru events in parking lots, athletic events, 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 during Winter quarter were HSB and VOC. Please email Shalaina Williams if more detailed data is desired.
- Faculty Development Committee: A total of \$1,694.00 was awarded in Winter 2021.
 - 2020/2021 Funds: Current balance of \$15,561.00 remains in the budget after Winter applications.
 - Spring 2020 Applications will open in April 2021.
- Newly Tenured Faculty: Seven faculty were awarded tenure at the last Board of Trustees Meeting including: Dana Cummings (Accounting and Business), Kali Brandt (Nursing), Mary Hebert (Math), Holly Brewster (Math), Joanna Mosser (Social Science), Anita Quirk (Social Science), Michal-Ann Watts (Transitional Studies).
- The Office of Instruction kicked off 2021 with the production of a monthly newsletter to stay connected with team members - each newsletter contains information on upcoming deadlines, announcements, training opportunities, trivia questions, and latest information on COVID.

- The Office of Instruction and HR will be offering a drive-thru employee appreciation event on Friday, April 2nd from 1-3pm. Employees will receive a small SWAG bag. All employees who attend (either in-person or virtually) will be entered to win a variety of raffle baskets.

Topics of Interest

Recognition / Personnel

- Courtney Shah has co-written the book *America in the Progressive Era, 1890-1917*. The release date is March 15, 2021 (see: <https://www.routledge.com/America-in-the-Progressive-Era-18901917/Gould-Shah/p/book/9780367434908>).

Auxiliary Program

Head Start

Remembrance: It has been a year since the emergency orders changed lives so drastically. Please join in a moment of remembrance for the lives lost to COVID-19. Not related to COVID, a tremendous champion of Head Start was lost. Paul Youmans passed away in March with his family by his side. He served as a Head Start Director in Aberdeen, a community representative on LCC Head Start Policy Council, and since 2004 as a consultant for our program. Paul created press releases, organized multitudes recruitment activities, and assessed our community needs annually. He would ask you to “keep smiling.”

COVID-19 Reporting: Thanks to the implementation of health and safety practices, the program has had zero school-based transmissions.

Return to Campus Guide for Childcare: A few restrictions for returning to work and classrooms have relaxed recently as state and local requirements adjusted. Please read the new [Return to Campus Guide for Childcare](#) and save the link for ready access in the future. It is now a two-sided document. WADOH for Childcare guidance adopted the CLASS A and CLASS B symptoms model that K-12 has been using all year. It is no longer required to quarantine for 10 days after symptoms have resolved or after having close contact with someone with COVID-like symptoms. People are now permitted to return to centers 24 hours after symptoms resolve instead of 48 hours. The decision-making tree on page two will be very helpful as these updates are implemented. Lastly, the guide now includes some information for those who have completed the COVID-19 vaccine series. Lily is updating the COVID Procedures to match the updates.

Childcare employees, including Head Start/EHS/ECEAP, are Eligible for vaccines - A message from DCFY: “On March 2, President Biden announced that he expects all K–12 school employees and childcare providers to receive at least one dose of the COVID-19 vaccine before the end of March. Then, Gov. Jay Inslee [issued a statement](#) to include child care workers and educators in Phase 1B, Tier 1 immediately.

ECEAP Eligibility Change: Enrollment is now open in ECEAP for three-year-olds when they turn three, if they income qualify, and have had Early Head Start or Part C (IFSP) services at any time in the past. These children will no longer have to wait until the August 31st deadline. It will be a small group but is an important step in maintaining continuity of care for the most vulnerable children. This option became available this year through state legislative changes. ECEAP worked to update policies and procedures, sought approval for the changes through Policy Council and the Board of Trustees, and held Q&A sessions for staff.

Spring Operating Plan: So far, group size restrictions and physical distancing restrictions have not been reduced. ECEAP will keep watching for any changes in requirements over the next couple of weeks. The Spring Quarter Operating plan will be shared with employees and parents no later than April 2nd.

Monitoring Reviews: Sending a big thank you to the staff who participated in the monitoring reviews over the past month! We passed this state ECEAP review with no areas of non-compliance and no areas for improvement. Wow, what a track record LCC HS/EHS/ECEAP!

In the News and on the Web:

[After COVID-19 delays, work on Link's new Wallace Neighborhood Center to begin](https://tdn.com/news/local/after-covid-19-delays-work-on-links-new-wallace-neighborhood-center-to-begin/article_1c3ad540-85d9-5c88-b967-4ba90cf61d90.html) – This article https://tdn.com/news/local/after-covid-19-delays-work-on-links-new-wallace-neighborhood-center-to-begin/article_1c3ad540-85d9-5c88-b967-4ba90cf61d90.html references ECEAP's partnership to relocate more slots to Kelso and rejoin the South Kelso neighborhood next Fall.

[Community Foundation grants support nonprofits through the pandemic](https://tdn.com/news/local/community-foundation-grants-support-nonprofits-through-the-pandemic/article_1040705f-54c8-5bc9-902e-5621fd7fc592.html) – This article https://tdn.com/news/local/community-foundation-grants-support-nonprofits-through-the-pandemic/article_1040705f-54c8-5bc9-902e-5621fd7fc592.html means to reference the foundation's support for our ECEAP operating budget shortfall. ECEAP was awarded \$25,000 last September.

[ECEAP Helps Children and Families](https://www.youtube.com/watch?v=QB9TvWikEnE) – This video <https://www.youtube.com/watch?v=QB9TvWikEnE> was created by DCYF. It is a well spent 3 minutes!

[Child Care Access Survey](#) – For those utilizing or in need of childcare, please consider answering the [Child Care Access Survey](#). Access to childcare is imperative for the long-term success of children and the health of the economy. The Cowlitz Community Network and members of the Cowlitz Community Charter are working together to develop an action plan to stabilize and expand childcare capacity in our community. Head Start is a partner in this work.

OPERATIONS COUNCIL REPORT – Student Services

April 2021

- Sue Orchard, VP of Student Services
- Angel Ruvalcaba, Testing Center and Navigate
- Dani Trimble, Workforce & Career Services
- Magnus Altmayer, Registration
- Nicole Faber, Outreach and Enrollment
- Kristy Gutierrez, One-Stop and 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 WorkSource and other community agencies, Workforce & Career Services partnered on a virtual community resource fair March 25th. Agencies including Lower Columbia CAP, Goodwill, LifeWorks, DSHS, Cowlitz Tribe, Family Health Center, HeadStart, and others

provided resources for students and community members. Additionally, LCC staff presented information about LCC academic programs, workforce services and funding, basic needs support, and getting started in classes.

- Workforce & Career Services have partnered with Workforce Southwest WDC to secure 20 laptops to help provide greater access to virtual programs and services in our region. In collaboration with the LCC library, laptops will be available for potential students and community members to help with applying for admission and other onboarding steps such as New Student Orientation and placement assessments, as well as applying for jobs and public benefits. A total of 10 laptops will be available for current students to check out on a quarterly basis for online courses, and 10 laptops will be available for short term check out.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRIO staff met with University Center staff and representatives from WGU during Winter quarter 2021 for updated information on transfer programs.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- On January 29th, LCC hosted a virtual open house for new and returning veterans. David Jones (Vet Corp Navigator), CJ Jones (Vet Alliance President), Leszek Cromwell (counseling), Crystal Heitz (workforce), and Mary Kate Morgan (DSS) presented resources to 7 attendees.
- DSS conducted 38 new student intakes winter quarter 2021.
- DSS assisted 6 students with COVID-19 related accommodations that included flexibility around test dates and assignments for a period of time. Mary Kate Morgan from DSS also assisted 5 students with Title IX accommodations related to pregnancy, childbirth, and parenting winter quarter 2021.
- TRIO conducted 27 new student intakes during winter quarter 2021.
- TRIO staff held a virtual planning session for spring quarter recruitment and facilitation of services.
- Jodi Reid (TRIO) submitted a TRIO Educational Talent Search (ETS) grant application to the Department of Education in February 2021. If a grant is awarded, TRIO ETS would provide services to Kelso High School and middle schools, Mark Morris High School, Cascade Middle School, Monticello Middle School, Castle Rock High School and middle school, Toutle Lake Junior/Senior High School, Wahkiakum High School and middle school, and Woodland High School and middle school.
- Financial aid has nearly completed setting up the 2021-22 aid year to accept FAFSAs and documents from students. The goal for completion is mid-April, which will allow nearly 3 months for students to submit their documents in preparation for summer quarter.
- Financial aid is in the process of implementing Adobe Sign, which will allow staff to push financial aid forms to students and parents for electronic completion and signature as FAFSAs are received from students. This will allow for faster completion and submission of documents and processing of financial aid to ensure students receive aid in a timelier fashion to start the quarter.
- Despite some ongoing challenges with ctcLink implementation, the average wait time for awarding students in financial aid was down to 13 days for winter quarter.
- The maximum Pell Grant in 2021-22 will increase by \$150.00, from \$6,345.00 to \$6,495.00.
- As of March 29th, the advisors at the Entry Center have had 693 appointments since December.

- As of March 17, 711 winter quarter students were not registered. These students were contacted by their liaison or supplemental advisors using Navigate's texting feature asking if they needed help getting registered for spring quarter. As a result, 202 students have enrolled for spring quarter.
- During winter quarter 75 instructors submitted feedback regarding their students' performance in the classroom.
- For spring quarter, advisors began using Personalized Appointment Links which takes students directly to the appointment scheduling screen, thus cutting down on time and staff hours.
- As of March 30th, 22.3% of applicants are enrolled for spring quarter; although it is not an exact equivalent, by Week 3 last spring there were a total of 21.6% applicants enrolled. It is anticipated that LCC will see a higher percentage of applicants enroll by Week 3 this year.
- In order to provide more support and collect better data, LCC is utilizing Navigate's new tool. In addition to providing survey data that asks them about their needs, it will connect students to resources based on their responses.
- The Outreach Team worked with K12, Community, and LCC campus partners to create and distribute a virtual "LCC Preview Days" series aimed at increasing awareness and engagement regarding the pathways offered at LCC; this information was sent to more than 1,000 individual email addresses including K12 counselors and Class of 2021 seniors.
- The Outreach team continues to offer weekly in-person support sessions in the Student Center WiFi hotspot; averaging 5 students per week seeking assistance with their admissions application and on-boarding tasks.
- As of March 22, the Outreach Navigator is now hosting in-person support sessions at the Kelso High School campus; engaging with the current Navigator cohort of prospective students - currently 42 students identified as "LCC Bound."
- In preparation for the second LCC Outreach Navigator to serve the Longview School District, Nicole Faber (outreach) has worked with Longview staff to develop a list of 153 prospective/LCC-bound students throughout the Longview School District.
- "Pie & Apply" events have been scheduled with Kelso High School, RA Long, and Mark Morris throughout the months of March and April.
- The LCC Outreach & CTE Dual Credit team increased articulation agreements by 10% from the previous year, implementing a new articulation development and renewal process.
- The Outreach team has conducted weekly/recurring Zoom information sessions with all schools in LCC's service area from January to present (tracking student interest and engagement).
- The Outreach team coordinated with the Marketing team to create print materials to distribute to seasonal, retail employees to increase interest and engagement from the adult learner population.
- 292 CTE dual credits have been transcribed from October to March 2021.
- Registration began using Constant Contact for new student welcome letters in early March, leading to increased emails opened, interaction rates, and reducing the need for additional follow-up after students are admitted. 419 welcome letters have been sent. Constant Contact will now be used for balance-due notifications and other Registration emails to allow additional tracking and analysis for these critical email campaigns.
- On February 8th, LCC transitioned to the new ctLink application system called the Online Admissions Application Portal and has participated in ongoing testing and troubleshooting. 579

applications have been submitted since go-live and student feedback is positive about the new system's modern and more mobile-friendly interface.

- Registration implemented Adobe Sign and is converting forms from a PDF format to the more secure cloud interface, eliminating unnecessary emailing of personal information. Ten forms are currently built in Adobe Sign and about 15 more will be added in the coming weeks.
- Registration awarded 66 associate degrees and ten high school diplomas through HS+ and CEO for winter quarter 2021.
- 390 graduation applications have been submitted to Registration for spring and summer 2021 graduation. 285 have been processed and the remaining applications are being processed daily.
- Registration ctLink Subject Matter Experts (SMEs) continue to serve as a resource for DG4 colleges, including providing shadowing sessions, one-on-one and small group support, sharing written documentation, and submitting State Board support requests on behalf of the colleges. Registration staff are also participating in ctLink working groups developing solutions for system-wide issues like residency coding inconsistencies, data security and auditing, and query development.
- Registration staff reviewed 134 transcript evaluation requests and transferred 10,580 credits from 219 separate transcripts since January 1, not including additional credit posted for ACPL, CTE, and transfer reciprocity.
- Registration facilitated students earning 34 credits through Academic Credit for Prior Learning.
- International Programs welcomed 7 new students into academic programs for winter quarter 2021, bringing the head count to 28 students, representing 14 countries.
- International Programs welcomed our second student through our partnership with Wako International Highschool in Japan.
- International Programs welcomed 12 students into the newly created Online Intensive English program, an increase from six the previous quarter.
- International Programs furthered LCC's partnership with Atomi University in Japan through the development of a year-long exchange program to add to the existing short-term programs with the University.
- Testing staff proctored 144 Math placement exams remotely, and processed 138 multiple measures. The Testing Center team also tested 12 ASE (Automotive Service Excellence) students.
- The Testing Center opened physical testing in very limited capacity starting January 19th. They've held 24 PearsonVue testing dates, and also provided limited proctoring for community members. During this time, the Testing Center has worked closely with the BAS program to prioritize their testers.
- The Navigate team rolled out some new features with survey capabilities, student-facing notes, and personalized scheduling links. Enhancements to Navigate continue, where Navigate is now displaying a student's preferred name, and a category was created which allows LCC to easily identify non-enrolled students. This new category significantly enhances the tracking and communication with non-enrollees. Data stabilizations and maintenance continue with work on holds, and updates to the onboarding items.
- Running Start has 447 students registered for spring quarter.
- Running Start is actively working on calling students on academic warning and probation. The will be meeting with students who are on probation towards the end of April and then every

two weeks in an effort to help provide support throughout the upcoming quarter and ensure they remain on track.

- Running Start has had a change in their Admission requirements: students who do not meet the GPA requirements to take college-level English will be able to participate in the program, however; they will also be given the opportunity to take the English Self-Directed placement to place into English 101 in order to continue to take other courses needed for HS requirements and their degree.
- Running Start has been actively working with Angel Ruvalcaba and Navigate to align RS admissions letters and steps to the traditional LCC students, such as emails, ctclink, and CANVAS log in.
- For spring graduation, Running Start has 138 students scheduled to graduate with their AA. Of these graduates, there have been more students pursuing programs that are typically outside the norm for Running Start students, including:
 - Two business degrees
 - One student is obtaining their degree in each of the following majors:
 - Computer Science,
 - Biology, Diesel/Heavy Equipment,
 - Information Technology,
 - Math Education, and
 - Music
- ASLCC's busy winter quarter programming calendar helped students stay connected during another quarter of remote operations, including:
 - A special online performance by NACA College Comedian of the Year, Adam Grabowski, that saw 22 student attendees.
 - A virtual tie-dye event where 14 students picked-up supplies from the Student Center and then connected on Zoom to make their creations.
 - Scholarship Workshops (14 attendees) in collaboration with the LCC Foundation and a "How To Survive and Thrive in Online Classes" (seven attendees) workshop with LCC faculty member Mavourneen Rister.
 - A Lunar New Year Program that saw celebration kits distributed to 37 students. Each kit contained a week of supplies needed to cook traditional dumplings, practice Chinese calligraphy, create a paper lantern, and other crafts and activities. Instructions and enrichment were emailed daily to participants during the week of Lunar New Year.
 - A virtual game night attended by 28 students.
 - An online cooking class for Thai Curry attended by 18 students.
- ASLCC also met with the following state legislators to lobby on a selection of bills and legislation on behalf of community and technical college students:
 - Rep. Peter Abbarno (R) – 20th LD - Monday, Feb 1, 2021
 - Sen. Jeff Wilson (R) – 19th LD - Thursday, February 4, 2021
 - Sen. John Braun (R) – 20th LD - Friday, February 5, 2021
 - Rep. Joel McEntire (R) – 19th LD - Thursday, February 18, 2021
 - Rep. Ed Orcutt (R) – 20th LD - Thursday, March 11, 2021
- ASLCC introduced and passed a resolution to reduce the financial burden on students for spring quarter by reallocating funds from other areas that were affected by the COVID Pandemic to

cover the cost of \$20 Fitness Center Use Fee paid by students. The Fitness Center Use Fee was passed by a student body-wide vote in 2015 to cover the expenses of student use of the Fitness Center. This fee is different from the \$25 Fitness Center Upgrade Fee that was passed by a student body-wide vote in 2005 to pay for the renovation of the Fitness Center, which is still being paid-off through these fees.

- ASLCC hired a new Diversity & Equity Director to replace a student transfer. Eleni Shini began her training on March 24th.
- ASLCC meetings for spring 2021 will be held on Wednesdays at 3pm starting on April 7th. All are invited- join here: <https://lowercolumbia.zoom.us/j/82709185189>
- In March, the One-Stop Center contacted 92 students via Navigate who were enrolled in Spring quarter to offer assistance in completing their remaining financial aid tasks. Most students responded and several came into Zoom for one-on-one support to complete these tasks.
- 240 students completed the online New Student Orientation for spring quarter.
- 25 students have already completed the online New Student Orientation for summer and 38 for fall quarter. Appointment scheduling for these students will begin in mid - April.
- January - March, over 2500 student visits/appointments were made to the One-Stop & Financial Aid Zoom for assistance. Financial Aid continued to be the number one reason students sought help.
- One-Stop safely issued 446 student and staff ID cards between January - March. This was the first ID card campaign attempted since the ctcLink conversion and the pandemic. Offering students the ability to get an ID card will continue moving forward.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Dani Trimble, Director of Workforce & Career Services, has been selected to represent the community and technical college system on the Postsecondary Basic Needs taskforce coordinated by WSAC. This taskforce will develop a state vision and action agenda on postsecondary basic needs for public colleges and universities in Washington.
- Marie Boisvert and Julie Curley from International Programs presented at the Association of Washington International Student Advisors Winter conference and held workshops on helping other schools' international programs transition to ctcLink.

New Hires

Veronica de Jesus Castaneda has been hired as the new full time Employment Navigator and will start April 1st. Veronica is a graduate of Clark College and WSU-V and has experience working in student services at WSU-V.

Julie Curlie moved from a temporary position as a program coordinator to a permanent position as a Program Specialist in International Programs.

Dates:

Remaining RS Information sessions via Zoom:

- Friday April 9 12-1pm & 3-4pm
- Monday April 12 5-6pm
- Tuesday April 20 5:30-6:30pm
- Wednesday April 28 4-5pm

FOUNDATION –January, February, March 2021

As part of our donor retention strategies, staff made phone calls and sent thank you notes to donors to thank them for their continued generosity.

The Foundation annual year-end appeal with a letter, email and social media campaign to raise funds for the College Success Fund, raised \$72,652.38 from 77 donors.

The auditors completed the LCC Foundation financial statement audit for the fiscal year 2019-2020. They presented the audited financial statements on the January 11, 2021 Executive and Finance Committee meeting and there were no findings.

Per State Law, the Washington State Office of the Insurance Commissioner is conducting a comprehensive financial examination of our charitable gift annuity program. Foundation staff provided the documents requested for the audit on February 17, 2021.

The Foundation sponsored Annual Report to the Community was delivered to over 11,000 mailboxes in February. This years' piece highlights some of our wonderful students, donors and college programs.

Scholarship applications for the 2021-22 academic year is open from January 19 through April 11. More than \$500,000 in scholarship opportunities will be available to applicants. There is one online scholarship application which qualifies applicants for multiple opportunities. Scholarship workshops will be offered via ZOOM rooms to assist students with the application process. Full details about LCC scholarships can be found on the LCC scholarship webpage. Scholarship Reviewers will begin the review process April 16th and awarding will begin in June.

The Daily News launched its 6th annual Students in Need Campaign to raise money for the Student Success Fund on March 14 and will run through May 9. They featured a student story on the campaign launch and letters to the editor. So far the campaign has raised over \$11,400. The goal this year is to reach \$30,000.

Exceptional Faculty Grant & Foundation Grant applications opened to LCC faculty and staff on March 25th for the 2020-21 academic year. The deadline to apply is April 30th. Exceptional Faculty and Foundation Grants are intended to support projects that encourage and support innovation, student learning and/or staff learning.

This year's Athletic Excellence Celebration and Hall of Fame Induction ceremony was held virtually Thursday, February 18th. Guests tuned in to YouTube to watch the induction and remarks. Student athletes called area boosters to garner support of the event. The Annual Giving Committee also had several silent auction gift baskets displayed in downtown business for bidding. Over \$17,000 was raised for athletic scholarships. This years' inductees were:

***Cindy Christensen** played basketball and volleyball for the Red Devils after staying in Longview following outstanding achievements at R.A. Long High School. She was a key member of the LCC 1981 and 1982 teams that won back-to-back Region basketball championships. Cindy went on to an illustrious professional basketball career in Australia, where she currently resides.*

Kellie Gillman was a do-everything star for those 1980-81 and 1981-82 LCC women's basketball teams which won back-to-back league championships. She was an All-Region selection her sophomore year. Gillman also played volleyball in 1980 and tennis in the spring of 1981 during her time on campus.

Jim O'Dell was one of the most feared hitters in the illustrious history of Lower Columbia baseball. He played baseball in 1980 and 1981 where he was named the Cross-State Division MVP. He also spent a season playing basketball for the Red Devils. O'Dell went on to a Hall of Fame career at Lewis Clark State University where he was a national NAIA Player of the Year. He is also in the NWAC Hall of Fame.

The late **Michelle (Cross) Lorenz** was an outstanding player on the LCC volleyball teams of 1985 and 1986. Cross was a two-time All-League player who led the '86 Devils to a league title and 5th in the NWAC. The Castle Rock native went on to coach volleyball with her husband Rick before passing away unexpectedly in 1996.

Mark Herold was a scoring and rebounding stalwart for the LCC teams in 1989-90 and 1990-91. Herold held the school's all-time career and season rebounding records before both marks were surpassed by Samaad Hector in 2020. He was co-MVP his first season and then led the Devils to NWAC championship game his sophomore year where he was named to the All-NWAC tournament team. Herold also played soccer in the spring of 1989.

January, February, & March gifts and pledges totaled \$215,460 which included:

- \$10,000 from Brian Dolan towards an endowed scholarship
- \$10,000 from Dan and Sharon Evans for vocational scholarships
- \$10,000 from Gene Haas Foundation Grant for machine trades scholarships
- \$10,000.00 from Don and Mary Johnson for the Don and Mary Johnson Academic Opportunity Scholarship
- \$10,000 from anonymous donor for the Traditional Trades Vocational Scholarship
- \$7,665.48 from Jim & Marianne Mitchell for scholarships

HUMAN RESOURCE SERVICES – January, February, March 2021

New Hires/Position Changes in January:

1/4/2021	Amanda Grandchamp	Accounts Receivable Technician
1/4/2021	Justin Kettman	Assistant Teacher (ELC)

New Hires/Position Changes in February:

None.

New Hires/Position Changes in March:

3/1/2021	Merry Bond	Associate Dean of Nursing & Allied Health / Prog. Director
3/1/2021	Patricia Everdell	Area Manager
3/5/2021	Kelsey Hanson	Fiscal Tech Lead

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. We have notified vaccine eligible employees as we progress through the vaccination phases.
- Human Resources welcomed and oriented all new full-time and part-time employees. We are working on faculty recruitments and other recruitments as we head into spring quarter.
- HR is working with IT to prepare for implementation of Lasefiche. We see a lot of potential to improve processes and make HR forms and documents more accessible and efficient.
- Winter quarter online trainings included COVID Prevention, Inclement Weather, and Earthquakes in Canvas. HR also coordinated the following virtual professional development opportunities for employees:
 - Managing a Drug-free Workplace presented by our EAP
 - Ethics by WA State Ethics Board
- We developed a Respectful Work Environment training in Canvas that incorporates our new Policy 221 as well as ways to create and sustain a respectful work environment. This training will be assigned to all campus in spring quarter.
- HR developed an equity and inclusion tool to use in decision-making and changes in HR, new HR policies, procedures, etc. to help us increase equity and inclusion as it relates to HR and the campus community.
- Our winter quarter award winners will be presented at the May All Staff, which is the next All Staff.

Red Devil Wellness

- Why Sleep Matters by Kaiser was offered to staff via webinar. We saw through SmartHealth that sleep is the area of wellness in which LCC Faculty & Staff struggle the most so we wanted to provide them with tools and resource to help. We are planning another training with Kaiser for the Spring!
- The Bread Making Workshop with Ian Thompson, Executive Director for Lower Columbia Schools Garden, was a hit! We capped participation at 30 and people were excited to connect at a fun event (through Zoom) like this! We are planning a pizza making workshop for Spring!
- We launched a new way to recognize employees this quarter in hopes to boost morale! Our LCC Proud email will go out once per month and nominate someone new on campus who is doing an amazing job and making LCC proud! The winner then has to nominate next month's winner!
- We have struggled to find Healthy Hall of Fame nominations and even sent out an email to all of campus asking for some. Some RDW members nominated Rochelle Kanallakan and Kurt Lipinski! An email will go out soon with their stories!
- We have some exciting things coming this Spring and we hope that we will soon be able to offer some in person events!