

Minutes

Operations Council – April 28, 2022

Attending: Chris Bailey, Nolan Wheeler, Sue Orchard, Wendy Hall, Brandon Ray, Richard Arquette, Janel Skreen, Marie Boisvert, Tamra Gilchrist, Dani Trimble, Jennie Castle, Magnus Altmayer, Jason Arrowsmith, Theresa Stalick, Byron Ford, Jessica Harris, Lupe Rodriguez, and Bryanna Smith.

Called to order by President Bailey.

1. MEETING TOPICS

Campus Feedback: Diversity, Equity & Inclusion Strategic Plan

- Lower Columbia College is working with a consulting group, Revolution Lab, to help update the Diversity, Equity and Inclusion (DEI) strategic plan. Consultants Sarah Dryfoos and Monica Metzler joined Operations Council to seek feedback for this process. All participants were encouraged to provide input and ideas. This listening session was the last of about 16 sessions. Revolution Lab consultants will take the information compiled from all listening sessions and draft a strategic plan for review, feedback and adoption.

Title IX Training

- The Title IX Team shared some Title IX information with the Operations Council including information on what is included in Title IX, where Title IX applies, the college's responsibilities, mandatory reporting responsibilities, and where to make a report. This training provided Operations Council members with a refresher on Title IX information for training purposes.

2. UPCOMING AND/OR RECURRING TOPICS: NONE

3. ROUND TABLE DISCUSSION – NONE

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...



Operations Council Report Instruction Division – Winter 2022

Dr. Kristen Finnel, Vice President of Instruction
Karen Joiner, Executive Dean
Tamra Gilchrist, Dean of Instructional Programs
Stefanie Gilberti, Interim Dean of Instruction and Learning Resources
Theresa Stalick, Dean of Basic Education for Adults
Merry Bond, Associate Dean for Nursing & Allied Health | Nursing Program Director
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

- **BAS-OLTM:** We are hiring a full-time faculty member to lead this program. Interviews are currently underway.
- **BAS-OLTM:** Cohort #2 will use an adult degree model, taking one course at a time for 5 weeks. This is the first time LCC has attempted this model. This will allow busy students to concentrate on one course (expectations, due dates, syllabi, text) at a time.
- **BAS-TE:** The Professional Educator Standards Board (PESB) granted full approval to LCC's teacher preparation program to offer Washington State teacher certification with endorsements in Early Childhood and Elementary education. LCC's Demonstration of Standards file contains over 4,000 files of evidence supporting the work being done through the BAS-TE program. The PESB review team conducted their site visit virtually November 30th - December 1st. The site visit found all criteria were met with one standard found exceeding: Strategic and Ongoing Outreach.
 - As LCC aims to diversify our Teacher Preparation Program we are excited about a new opportunity for our region. The Professional Educator Standards Board (PESB) has released the [LEADER Initiative](#), whose aim is to elevate community-driven efforts to strengthen educator diversity along the educator career continuum in Washington State. Regional collaborations of ESDs, school districts, community groups and Tribal nations are eligible to apply. We are partnering with ESD 112, Clark College, and WSU-V for this regional collaboration.
- **BSCS:** SBCTC is hosting summits to bring colleges together as consortiums, to offer Computer Science bachelor's degrees. We are still exploring how and if this will work for our college and students. The SBCTC placed LCC in a Southwest consortium team with Clark, Grays Harbor, South Puget Sound, Olympic, and Peninsula.
- **BSN:** LCC hosted a focus group to bring community members, employers, and nursing faculty together to discuss the future BSN degree. Merry Bond and Tamra Gilchrist presented a well-received overview of the development phase of the BSN. Much support was given from the community and employers. The development team is currently working on the SBCTC Statement of Need and the Nursing Commission Phase I approval application.
- **Corporate & Continuing Education** offered three flagger certifications in winter quarter, serving both community and industry (Cowlitz PUD, City of Longview, Cascade Natural Gas, Kalama School District). CCE will be offering monthly first aid CPR recerts for 160 City of Longview employees through the rest of the year.

- **Corporate & Continuing Education** partnered with CEDC & CWCOG and secured a grant through Washington State Microenterprise Association to serve small businesses. This funding will help support our business workshops for the remainder of the 21/22 AY.
- **Corporate & Continuing Education** kick started the next round of workshops for small business success. These workshops are geared to provide hands-on experience and to have business owners leaving each 4-week workshop with improved business planning and operations! Workshops are designed to provide participants with the knowledge needed to improve business performance and step-by-step tasks to apply what you learn! This quarter we offer *Finding Your Target Market & Developing Marketing Content*. Participants ranged from up & coming entrepreneurs looking to start a business, established businesses that have been in our local community for 20+ years, and nonprofits!
- **EDUC: Apprenticeship Step 3** - LCC received approval from the State Apprenticeship Council for the Paraeducator III program. LCC is the only college in the state of Washington that has a teacher prep program, as well as an Apprenticeship program. Prior to this, the apprenticeship program provided 50% tuition reduction for paraeducator apprentices to get their associates degree. We have been working on aligning apprenticeship standards to the BAS-TE program as a 'next step' for paraeducators to utilize the 50% tuition reduction at the TE level. We are working with Woodland School District to pilot this when the time is right.

Core Theme II: Transfer & Academic Preparation

- The first TEAS Prep Course is scheduled for Spring 2022 in Transitional Studies taught by Becky Connolly. It received a tremendous amount of interest from pre-Nursing students.
- The RN to BSN workgroup has collected great data via focus group meetings and surveying both potential employers and prospective students. The team is excited to begin work on the next phase, which includes our statement of need and feasibility study!
- The Associate in Pre-Nursing DTA/MRP has received SBCTC approval. Once NWCCU approval is received, we can offer the degree with the goal being July 2022. This will give a degree completion pathway for all pre-nursing students.
- Multiple members of the LCC speech and debate team were offered competitive transfer scholarships in the areas of communication and forensics.
- English faculty are collaborating with the Advising Office to develop a Composition Advisor model to help students choose the correct English course and monitor their progress towards completion.
- Eight Transitional Studies students will be graduating with their high school diplomas winter quarter 2022. Three of the eight will be transitioning to college classes spring quarter 2022. The three who will transition have been given guidance on all things to start college. Another two students will attend college classes after a short break from education. These students have all the information needed to support their return.

Core Theme III: Student Access, Support & Completion

- The Learning Commons (Library, Tutoring, and eLearning) has answered 1,223 student questions this quarter as of March 17th.
 - *Library* faculty provided information literacy instruction to 13 courses during the quarter.
 - *The Tutoring Center* supported 454 tutoring sessions, and at least 144 individual students. Of those 454 sessions, 155 were in person appointments, 161 online appointments, 112 eTutoring Zoom drop-in sessions, and 26 eTutoring Writing Lab file submissions.

- The Wi-Fi Hotspot helped 2,153 students (duplicated headcount) during winter 2022. These numbers do not include students who checked into other buildings so the actual total is higher.
- CEO/Woodland HS launching an ELL collaboration to support high school completion. Other ELL collaborations are being explored. Four students have completed diploma requirements, one being an AA degree.
- Katrina Fuller, Biology Instructor was a volunteer event supervisor in the virtual WA Regional Science Olympiad on March 5.
- A return to CASAS testing Winter quarter continued a downward trend in I-BEST enrollment from fall where we lost students especially in Early Childhood Education due to the vaccine mandates. Moving forward we are suspending I-BEST support for Welding due to lack of participation and taking this opportunity to add support for Business Management students in two classes that limited budgets prevented us from previously supporting.
 - Every quarter at least half of all I-BEST students earn honors level GPAs. Fall quarter this academic excellence continued with just over 56 percent of I-BEST students earning a GPA of 3.25 and higher.
- The Transitional Studies office has resumed their support of our evening students by expanding office hours with the hiring of a new part-time hourly evening staff member. The TS office is now opened to serve students from 8am-8pm, Mondays through Thursdays. This additional time has also enabled TS to open additional CASAS test appointments, allowing more students to schedule appointments, sometimes as soon as the next day, and to enroll in Transitional Studies classes.

Core Theme IV: Institutional Excellence

- The first phase of RCA upgrades will be taking place in June. This will replace the speakers and current audio equipment.
- Local artist, Samantha Bates, worked with ART students to complete the mural in Main. The unveiling of the mural is scheduled for April 7 at 4:30 PM.
- **25Live** - reports that 1491 events were reserved and scheduled on the LCC Campus during Winter quarter. This includes classes, athletic events, meetings, student activities, performing arts events, gallery events, and misc. reservations for room use. Courses and Athletic reservations were the most common type of events during Winter quarter. The most used buildings during Winter quarter were the VOC, HSB, and MAN buildings. Please email Shalaina Williams if more detailed data is desired.
- **Faculty Development Committee:** A total of \$6,221.20 was awarded in Winter 2022.
 - Total Awarded in 2021/2022 cycle after Winter 2022 Applications: \$13,683.89
 - 2021/2022 Funds: Current balance of \$4,816.11 remains in the budget after Winter applications.
 - Spring 2022 Applications will open April 1st and close April 22nd.
- The Fighting Smelt Speech and Debate Team was honored as a Gold Medal Program in the Northwest Forensics Conference, making LCC co-conference champions in the 2-year college division for the third consecutive year. LCC Speech and Debate will be traveling for the first time in over two years for the Phi Rho Pi National Tournament from April 3-10.
- LCC Drama and The Act One Drama Club performed unmasked with a live audience in Center Stage Theatre (the second time since the COVID -19 pandemic shut down) with three performances of Jane Anderson's *The Baby Dance*, a heartrending social drama in February.
- LCC Drama offered two showcase performances of improvisation, unmasked, and live in Center Stage Theatre in March.

Topics of Interest

Recognition / Personnel

- Jenny Smith was hired as a program specialist for BAS programs and the University Center. She will also take on the BAS-TE Certification Officer role.

Upcoming Events

- **Mar. 24th**, 6:30 am - Mark Morris High School Band Rehearsal - Rose Center for the Arts 123, Wollenberg Auditorium
- **Mar. 24th**, 4 pm & 6 pm - Running Start Visual Information Session
- **Mar. 24th**, 7 pm - Mark Morris High School Spring Concert - Rose Center for the Arts 101/121/134 - RCA lobby, Rose Center for the Arts 123, Wollenberg Auditorium
- **Mar. 29th**, 12 pm - LCC Scholarship Workshop - Student Center 216 - ASLCC Clubs & Org Room
- **Mar. 29th**, 6 pm - Running Start Visual Information Session (Spanish Session-Sesión en Español)
- **Apr. 7th**, 4:30 - 6pm - Forsberg Art Gallery Reception for Lisa Conway & Samantha Bates' Mural Reveal in Main 169. Food, drinks, and button making!
- **Apr. 7th**, 10 am & 4 pm - Running Start Information Session - Health & Science Building 101, Laufman Lecture Hall
- **Apr. 14th**, 3 pm - LCC Scholarship Workshop - Student Center 216 - ASLCC Clubs & Org Room
- **Apr. 14th**, 3:30 pm - Scholarship Workshop - Intl. Students - Applied Arts Building 128 - Language and Literature Computer Lab.
- **Apr. 23rd**, 7 pm - Southwest Washington Symphony Spring Concert - Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center For the Arts 123, Wollenberg Auditorium.
- **Apr. 24th**, 3 pm - Southwest Washington Symphony Spring Concert - Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center For the Arts 123, Wollenberg Auditorium.
- **Apr. 27th**, 12 pm - LCC Scholarship Workshop - Student Center 216 - ASLCC Clubs & Org Room
- **Apr. 28th**, 3 pm - LCC Scholarship Workshop - Student Center 216 - ASLCC Clubs & Org Room
- **May 27th & 28th**, 7:30 pm - The Book Club Play by Karen Zacarias - Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office.
- **May 30th**, Memorial Day - Campus Closed
- **May 31st**, Start of a 2-week skatepark painting project. A collaboration between LCC Art & Design/Art Club and Longview Parks and Recreation. Tentative completion date, June 9th.
- **Jun 2**, 4:30 pm - 2022 Student Art Show & Salal Review Reception - Rose Center for the Arts 110 - Gallery, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office.
- **June 2nd**, 4:30-6, Student Art Show Awards and Reception, Forsberg Art Gallery
- **June 2nd**, 4:30-6, Salal Review Launch, RCA Lobby
- **Jun 2nd**, 7:30 pm - The Book Club Play by Karen Zacarias - Rose Center for the Arts 131 - Theatre
- **Jun 4th**, 10 am - Student Center 101 - Student Center Lobby, Student Center 113 - Student Center Lobby, Student Center 122 - Cafeteria. Student Center 201 - Diversity & Equity Room, Student Center 203 - 2nd Floor Lobby/Mezzanine, Student Center 216 - ASLCC Clubs and Org...
- **Jun 4th**, 7:30 pm - The Book Club Play by Karen Zacarias - Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office
- **Jun 4th**, 2 pm - The Book Club Play by Karen Zacarias - Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office
- **Jun 6th**, 12 pm - Nursing Pinning Practice - Rose Center for the Arts 123 - Wollenberg Auditorium
- **June 10th**, 7:30pm - Mozart's Requiem Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium
- **Jun 11th**, 6 pm - TRIO Showcase - Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 201 - Rex and Ruth

West Mezzanine, Rose Center for the Arts 148 - Green Room

- **Jun 13th**, 6 pm, BAS-TE Reception - Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 117 Box Office
- **Jun 16th**, 6:30 pm - Nurse Pinning Ceremony - Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium
- **Jun 17th**, 6:30 pm 2022 Commencement Ceremony

Auxiliary Program

Early Learning Center

- The Early Learning Center hired two Part-time hourly & two full time employees, have served 36 LCC student families / 15 LCC staff children, and have enrolled eight new children during winter quarter.

Head Start

Recruitment/Enrollment: We are 71% enrolled. We are still accepting applications to enroll new students for this school year. Applications can be completed online or by calling 360-442-2800. We are currently recruiting for twenty-five staff openings across three positions. Our urgent staff needs are for Lead Teachers, Assistant Teachers, and Substitute Teachers.

School Readiness & Family Support Services: All enrolled students are receiving in-person classroom and family services. Family Services are offered remotely only when family members have COVID symptoms reported prior to a scheduled home visit. Winter parent-teacher conferences and home visits are complete.

Health & Safety: The January COVID-19 surge had a direct correlation to our classroom closures during that month. There were days when 50% of classes were closed during the surge. Thankfully, operations have stabilized in recent weeks. Reduced COVID-19 procedures are being implemented on March 28th in line with WADOH requirements, although the Office of Head Start has a continued mask mandate in place. If you visit our buildings, please wear your mask before entering. Thank you!

Funding Applications:

- The Head Start/EHS annual grant application is being completed this month. Funding remains the same as last year. The federal Office of Head Start has not yet released information about a Cost-of-Living Adjustment (COLA) application. Despite low enrollment during the pandemic, both of our primary funding sources encourage us to continue recovery and plan for our existing funded enrollment for the 2022-2023 school year.
- The WA legislative included funding for ECEAP Summer Services. We are surveying our staff this month to determine how many have interest in working this summer. This will help us understand if we have enough team members to apply for ECEAP summer services.
- Budget revisions for the purchase of two new school buses was approved by the Policy Council and Board of Trustees.

Facilities:

- The Link Wallace Neighborhood and Early Learning Center is coming to life! The project is scheduled for completion in May. We are collaborating with Youth & Family Link on finishing details and are ready to order the playground equipment and classroom furnishings. This new center will serve thirty-four students through ECEAP funding that are currently housed in a Wallace Elementary classroom.
- The Early Head Start office re-configuration is complete at their leased space in the Broadway Learning Center. The Home-Based staff now have cubicles that provide for physical distancing.
- A play structure at LCC received replacement parts this winter and the playground is open for use again.

Upcoming facilities upgrades include fencing a new play yard at the Memorial Park center, a storage shed at Barnes North Center, and new netting to protect the LCC playgrounds from fly balls.



OPERATIONS COUNCIL REPORT – STUDENT SERVICES

April 2022

- Advising, Testing and One-Stop
 - Counseling Services
 - Disability Support Services
 - Financial Aid
 - International Programs
 - Outreach Services
 - Registration
 - Running Start
 - Student Activities
 - TRiO Programs
 - Workforce & Career Services
-

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- According to recent data released by the Employment Security department, employment in Cowlitz/Wahkiakum counties is up above pre-pandemic levels and the unemployment rate was 6.3% for Cowlitz County in January 2022. This demand for employment has resulted in increased interest in LCC students and graduates from local employers. During the month of March, the Career Center posted 880 unique jobs including 490 full time, 357 internships, 24 part time, and 5 student employment/work-study jobs in the Career Connections system.
- TRiO took 9 students to The Gifted Kitchen for a cooking class and discussion about career opportunities in culinary arts.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRiO took 8 students to CWU, EWU, WSU Pullman, and Gonzaga for campus tours and admissions presentations March 22-24.
- During Winter quarter, a total of 345 students completed the SuperStrong career interest assessment in VitaNavis as part of the onboarding and college success processes. This assessment aligns with our Guided Pathways goals of early career interventions and is a key metric to ensure that students explore a career pathway during their first quarter of college.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Workforce & Career Services: During Winter quarter, a total of 80 students participated in the Supporting Students Experiencing Homelessness (SSEH) pilot and received support for housing, food, transportation, and other basic needs. In addition to financial support for emergency, short term, and long term housing needs, students received case management, referrals to campus and community resources, and assistance with applying for public benefits such as basic food assistance, childcare, and housing subsidies. As part of the SSEH grant pilot, LCC is developing additional on campus resources and accommodations to support students who are experiencing homelessness or housing insecurity. Examples of these accommodations include access to showers and hygiene items, on campus mailboxes, and laundry facilities. A total of 60 mailboxes have been installed in the Student Center for SSEH and the checkout process started

at the beginning of Spring quarter. Plans to renovate space upstairs in the Student Center for a laundry facility are underway.

- Workforce & Career Services: As part of SSEH, LCC has partnered with the Salvation Army to provide prepared meals for students on campus once a week. Since mid March, a total of 25 meals per week have been provided to students and the program has the capacity to serve up to 100 meals per week.
- Workforce & Career Services staff continue to support students with a variety of supports through our emergency aid programs including: tuition assistance, financial assistance for basic needs such as food, housing, and transportation, and textbook assistance. Leveraging multiple funding sources such as SEAG, SSEH, CARES Act, the LCC Foundation, and others, over \$559,570 was awarded to students in need during Winter quarter. The deadline to fully spend the student aid portion of CARES Act/HEERF III funding has been extended until June 30, 2023.
- International programs is welcoming 6 new students for Spring with a total anticipated enrollment of 27 international students.
- International programs has established a partnership with a High School in Korea to provide CE “American English Online” classes to students that are preparing to study in the USA, the first cohort will be 7 students.
- International programs has established a partnership with a 3rd party provider for homestays that will again allow for the participation of students under 18 to complete our dual high school / AA program.
- The Outreach Team has welcomed two new team members - Alyssa Wittrock as the Kelso School District Navigator & CTE Dual Credit Coordinator; and Cedrique Chaney, Assistant Director of Multicultural Outreach (this is a brand new position).
- More than 1,000 letters were mailed to the graduating high school seniors in LCC’s service area as part of year two of the Direct Admissions Initiative. These letters reiterate that the recipients are “in” at LCC and outline next steps to make it official.
- A new system for Career and Technical Education (CTE) Dual Credit articulation development was launched to improve the logistical processes. This was met with praise from K12 partners and will help to increase overall offerings.
- A Customer Relationship Management (CRM) program is in the implementation process. This will revolutionize prospective student engagement, tracking, onboarding and retention.
- The Outreach Team has participated in workshops and college-going information sessions at seven (out of eight) high schools in the immediate service area; the last high school is scheduled for an LCC workshop later this month (April).
- Large campus tours are reconvening with more than 100 students scheduled to come to campus between March 28-April 28.
- The CTE Dual Credit/Outreach team has conducted a “transcript drive” to engage with students who have earned CTE Dual Credits and recruit them to LCC - at Kelso High School, 240 students out of the 325 seniors qualify for CTE Dual Credits (earned a “B” or better). A communication campaign is underway to recruit students to apply and “bring their credits with them to advance their degree at LCC”.
- Disability Support Services assisted 42 students with COVID-related accommodations that included excused absences and flexibility around due dates Winter Quarter 2022.
- DSS conducted 53 new student intakes between January and March 2022.
- DSS presented to 14 RA Long high school students about accommodations in higher education on March 11.
- Advising worked with 71 students on Academic Standing due to poor grades
- Advisors had 592 appointments with 194 of those being New Student Advising appointments
- Advisors reached out to 66 students identified by their instructors who did not participate in class and were at risk of being withdrawn

- Advising sent an email to 1402 students advising them on next steps for getting ready for Spring Registration
- Advising texted an extra enrollment reminder to 221 students who were late enrolling from last quarter (Fall)
- Advisors reached out using multiple approaches to those enrolled in the Winter Quarter who were not graduating yet but had not registered for Spring. Of the 261, approximately a third enrolled
- Advisors reached out to 5 Spring Quarter students who failed pre-reqs in Winter and were dropped
- Advising identified 115 students who had stopped out, but were within approximately 90% of completing their degree. As a result, three were re-enrolled with funding either through the Foundation or Workforce & Career Services and another five applied for graduation
- Rosemary Perkins in Registration gave a presentation about Academic Advisement Reports (AARs) to the statewide ctcLink CS Support community at an SBCTC Work Session. More than 40 staff from other colleges attended the presentation to learn about how LCC is effectively using AARs to help students track and complete their credentials.
- Registration is now automatically processing admission applications throughout the day instead of manually processing each application. Since implementation in January, 881 applications have been processed automatically, usually within hours of the student applying. Some applications still require manual reviews, but the application turnaround time for applicants for all terms is now less than 3 days.
- Serena Murray co-presented a ctcLink CS Support Work Session with Clark College about automatic application processing with 20+ attendees from around the state.
- Registration staff processed 33 requests to have archived records manually built in ctcLink, evaluated 200 official transcripts and awarded 8,300 credits, and transcribed AP scores, HS21+ and CTE Dual Credit. 10 credits were awarded via Academic Credit for Prior Learning.
- Registration awarded 96 winter credentials, including 68 associate degrees, 2 BAS degrees, 14 certificates and 12 high school diplomas. More than 180 graduation applications for spring have been processed.
- Registration processed 774 official transcript orders through the National Student Clearinghouse.
- Student Housing received a donation of residence hall furniture from Eastern Washington University that will allow us to furnish all of the housing and increase capacity by 16 beds (70 total beds)
- Student housing was at 69% occupancy (37 of 54 beds filled) for winter 2022, with 14 international students and 23 student athletes.
- ASLCC held 15 events with 452 attendees at those programs collectively during winter 2022.
- ASLCC Budget Committee completed their budget development for the FY23 budget.
- Financial aid coordinated with Advising to send a notification to students whose loans will go back into repayment following COVID relief. The notification was to encourage them to return to school to complete their degrees and defer their loans.
- FA participated in exploring alternative disbursement methods to partner with a 3rd party company to provide direct deposit, prepaid debit, or ATM cards.
- TheTesting team worked with 18 faculty Winter quarter to expand access to student test proctoring. Testing provided 59% more proctored exams Winter quarter for a total of 509.
- Testing staff evaluated 69 multiple placement measures, and proctored 130 Math placement exams, where 87 students tested remotely and 43 tested in-person. The staff also proctored 329 PearsonVue exams, 207 employment exams, and 119 community-based exams during Winter quarter.

- Leading up to Spring quarter, One-Stop reviewed records for all students who were enrolled in Spring and then dropped classes. After reviewing notes on 32 students, most said they were no longer attending LCC, were waiting until Summer or Fall quarters, or were no longer in the Running Start program. They contacted 13 students, 10 of which are now enrolled in Spring.
- With the help of the Financial Aid Advisor, One-Stop reviewed 230 students who completed the Spring New Student Orientation to view their financial aid status. 40 students were contacted who had remaining tasks to either set up a payment plan or finalize their financial aid. 24 students who were pending financial aid awards were reviewed in more depth to ensure holds were placed to prevent being dropped for non-payment.
- One-Stop created 253 New Student Advising appointments for newly admitted students who completed the onboarding process.
- One-Stop contacted 73 students who started but didn't finish the New Student Orientation, 34 of them ended up completing.
- One-Stop held 2,187 appointments with students via Zoom, phone and on campus between January 3rd through March 31st. Approximately 10% of the appointments were held on campus for students who needed additional support. Financial Aid Support, which includes questions and issues, was the number one reason students needed assistance, followed by Registration Assistance and Scheduling Advising Appointments.
- With the help of the Financial Aid Advisor, One-Stop reviewed 270 student accounts before the first drop for non-payment leading up to Spring quarter. Texts were sent to all students letting them know the Nelnet payment plan was working again, and individually contacted and placed holds on 70 students. Only 82 students ended up getting dropped on March 30th.
- One-Stop sent texts to 62 students who had courses in their shopping cart in ctLink, but were not enrolled in Spring. Several were no longer interested in attending LCC and One-Stop helped 32 students (52%) who were contacted to enroll in classes.
- One-Stop assisted the Cashier by contacting a total of 33 students whose financial aid checks were returned, providing direction on how to pick up their check from campus or update their mailing address in ctLink.
- One-Stop contacted students who completed the Winter New Student Orientation and stopped responding. 7 students were already scheduled with advisors, 12 students were moved to Spring quarter as Winter did not work for them, 5 students were no longer interested in attending and 20 students did not respond.
- With the help of the Financial Aid Advisor, One-Stop contacted 200 students who had a financial aid award for Spring but were not enrolled. Several were no longer attending LCC or did not respond. 27 of these students are currently enrolled in Spring.
- One-Stop contacted 12 students who had a note in Navigate that they were waiting to enroll until Spring quarter. 3 students are currently enrolled in Spring.
- Staff from the One-Stop presented to Sue Akins-Field's College 101 course on campus, sharing campus resources and how the One-Stop Center can provide support.
- One-Stop created 159 student ID cards and 144 parking permits.
- In partnership with Tutoring and ASLCC, One-Stop & Outreach Student Ambassadors participated in a "Finals Frenzy" event and created "Finals Survival Bags" for enrolled students preparing for finals. 101 students picked up finals bags. The bags included snacks, study supplies, flyers about tutoring and the LCC scholarship application, and an encouraging note to get them through final exams.
- Running Start Probation/Warning/Suspension numbers have been fairly steady the past few quarters. However, there has been a small decrease in the number of probation/warning students, which is believed to be due to the new approach and outreach. Previously the RS team met with students in person but, due to COVID, the staff began making phone calls every two

weeks, as well as having students submit a check-in form. This holds students accountable by knowing that our team will be following up with them.

- Running Start is currently taking applications for Fall 2022. Those have slowly begun trickling in and the first round of acceptance emails will be going out Friday, April 8th.
 - There are about 69 applications already submitted and ready for review for English placement.
 - For outreach, Running Start has ordered postcards to send out for the last two information sessions.
 - The Reader Board off of 15th also has a slide promoting RS Information Sessions
 - Social Media has seen an increase in sharing and engagement for our RS information sessions: this year reached around 9702 people via Facebook which is about a 50% increase compared to last year.
 - 1,422 e-mails were sent out to Longview, Kelso, and Woodland HS student emails

CORE THEME IV: INSTITUTIONAL EXCELLENCE

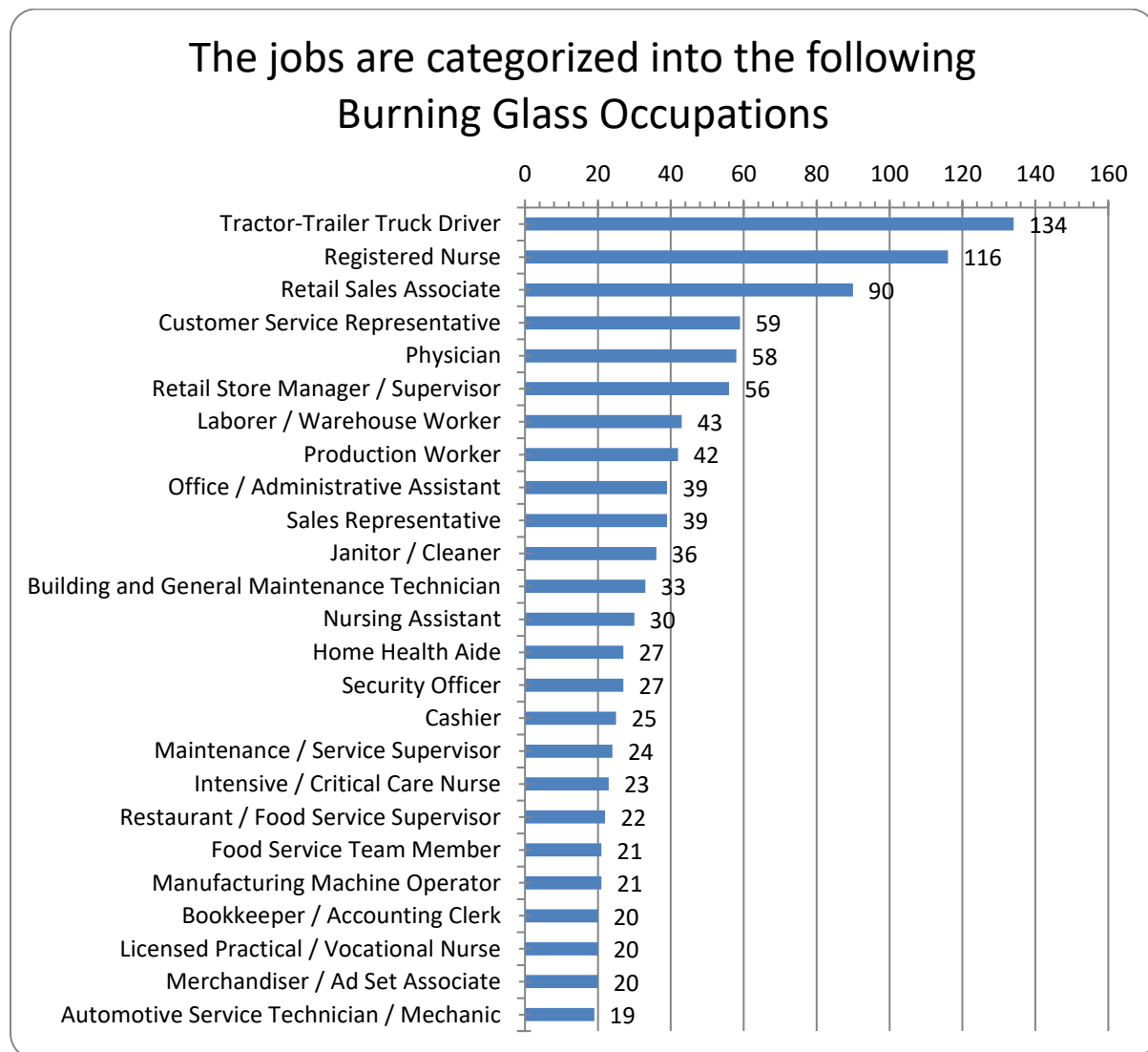
- Two faculty members (Morgan Salsbury, Geology; Dana Cummings, Business) have been chosen to participate in a COIL (Collaborative Online International Learning) program hosted by Green River, which is funded by the US Department of State IDEAS grant (Increase and Diversify Education Abroad for U.S. Students).
- The Department of Education renewed LCC's Application to Participate in Federal Student Aid Programs in March 2022. The application is good for 6 years and allows LCC to continue awarding and disbursing federal student aid, grants, work study and loans.
- Commencement planning is well underway and will be held on June 17 at 6pm on LCC's campus.
- LCC hired a consultant group, Revolution Lab, to update its Diversity, Equity and Inclusion strategic plan. The consultants have been hosting a series of campus listening sessions with faculty, staff and students to gather campus-wide feedback and input.

Operations Council Report for Effectiveness & College Relations

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 4/4/2022):



Professional/Technical Marketing Update

- LCC's spring quarter marketing campaign featured Facebook/Instagram, Google (SEO), YouTube, Snapchat, Spotify/Pandora, streaming television, and direct mail. The campaign featured the trades, LCC's career pathway options, and messaging about the importance of earning a college credential in addition to a high school diploma.

- LCC's spring/early summer marketing campaign targeting male student enrollment featured Facebook/Instagram, Snapchat, streaming television, and Geofencing. Messaging about Career and Technical Education credits counting toward a college credential was included.
- Per analytics provided by our marketing vendor, LCC's messaging continues to perform well above industry standards.
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- LCC is once again sponsoring The Daily News nursing recognition program as a title sponsor.
- Our organic social media presence continues to increase.
- Promotional efforts included the application period for the BAS-TE, BAS-OLTM, and Medical Assisting.

Academic Transfer

Academic Transfer Marketing Update

- LCC's spring quarter marketing campaign featured Facebook/Instagram, Google (SEO), YouTube, Snapchat, Spotify/Pandora, streaming television, and direct mail. The campaign featured Running Start.
- LCC's spring/early summer marketing campaign targeting male student enrollment featured Facebook/Instagram, Snapchat, streaming television, and Geofencing.
- Per analytics provided by our marketing vendor, LCC's messaging continues to perform well above industry standards.
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- Our organic social media presence continues to increase.

Preparation for College Level Studies

Transitional Studies Marketing Update

- Paid and organic social media promoting transitional studies continues, emphasizing weeks three through seven or eight each quarter. A video of instructor Catie Graham (provided by Catie) was featured in winter quarter.

Student Access, Support and Completion

Community College Survey of Student Engagement

LCC administered the base Community College Survey of Student Engagement (CCSSE) in winter quarter, and will be administering the CCSSE's Race/Ethnicity pilot survey in spring quarter.

Labor Market Data for LCC Website

Thanks to Guided Pathways funding, the LCC website will soon include feature live labor market data for occupational clusters related to our pathways and programs. The information will be added to our "go to work" pages and is intended to help engage prospective students.

Institutional Excellence and Community Enrichment

Employee Survey

LCC administered the Higher Education Data Sharing Consortium (HEDS) campus climate survey to employees in winter quarter 2022.

ctcLink Update

- Kara McElroy joined the ctcLink team in winter quarter as the college's new Business Process Analyst/Document Imaging Specialist. In addition to supporting the college's ongoing ctcLink

efforts, Kara will also play a lead role (with IT) with implementing our new Documenting Imaging system.

- The Washington CTC system has been involved investigating cases of fraudulent student admissions applications that have affected multiple colleges. To date this has not been an issue for LCC.
- Following deployment of the final group of colleges in May 2022, a new data usage and policy “pop up” box will be implemented in ctclink. Users will have to indicate that they agree with the policy by checking relevant boxes in the system, which will alleviate the need for colleges to maintain paper forms.
- Discussions are ongoing about how to allow for multiple email addresses in the system, which is particularly an issue for students or employees with links to several colleges. In the event that more email fields are added to the system, users will still be able to indicate their primary (preferred) email address.
- LCC requested that the state board update the current modality listing of “web enhanced” to say “in person (web enhanced)” instead. The support team is determining if they will have to wait until the next full system upgrade in October 2022, or if they can make the shift sooner (to support enrollment efforts).

Upcoming (and final) ctclink conversions

DG6B – April 25, 2022

Clover Park Technical College

Columbia Basin College

Walla Walla Community College

DG6C – May 9, 2022

Bates Technical College

South Puget Sound Community College

Yakima Valley College

All pillars will be offline Friday afternoon through Sunday prior to launch dates.

Media Coverage

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

[Lower Columbia College announces Marc Silva as New Board Member](#)

Gov. Jay Inslee appointed Marc Silva, Columbia Bank branch manager, as the newest board of trustees member for the Lower Columbia College, the college said in a press release Thursday. The Daily News | March 25, 2022

[Letter to the editor: Students in Need has improved lives](#)

Letter to the Editor from Chris Bailey - President at Lower Columbia College. "The past two years have been filled with unprecedented challenges for Lower Columbia College, our students and this community. I hear countless stories from our students how LCC changed their lives. Entire families are impacted by the power of education..." The Daily News | March 23, 2022

[Kelso woman transforms after prison, Lower Columbia College graduation with help of Students in Need fundraiser](#)

When Brittany Lovely, 31, of Kelso met an adviser her first year at college, the recently incarcerated felon said she opened up for the first time since prison about life before her enrollment into Lower Columbia College. The Daily News | March 20, 2022

[Lower Columbia College Fighting Smelt Speech & Debate team finish fifth in two-year college team sweepstakes at Pacific Southwest Collegiate Forensics Association Spring Tournament](#)

Members of the Lower Columbia College Fighting Smelt Speech & Debate Team recently competed in the Pacific Southwest Collegiate Forensics Association (PSCFA) Spring Championship and placed fifth in the two-year college team sweepstakes. The Daily News | March 5, 2022

LCC speech & debate students win awards at nationals tune-up

The Lower Columbia College Fighting Smelt Speech & Debate Team began preparations for the Phi Rho Pi national tournament the weekend of February 26-27 by competing in the Pacific Southwest Collegiate Forensics Association (PSCFA) Spring Championship, hosted by Mount San Antonio College (Walnut, CA). In a competitive field of 37 colleges and universities, LCC finished fifth in two-year college team sweepstakes. The Wahkiakum County Eagle | March 3, 2022

Lower Columbia College Fight Smelt Wins Oregon State University Tournament

The Lower Columbia College Fighting Smelt Speech & Debate Team won the two-year college division and finished fourth among colleges and universities at the Earl Wells Memorial Speakeasy tournament hosted by Oregon State University the weekend of Feb. 12. The Daily News | February 26, 2022

LCC Speech & Debate wins OSU Tournament

The Lower Columbia College Fighting Smelt Speech & Debate Team won the 2-year college division and finished fourth among all colleges and universities at the Earl Wells Virtual Speakeasy tournament, hosted by Oregon State University. The Wahkiakum County Eagle | February 17, 2022

Lower Columbia College Fighting Smelt take multiple honors at Fred Scheller Invitational Tournament

Lower Columbia College and the Fighting Smelt Speech and Debate team recently received multiple team and individual honors at the Fred Scheller Invitational tournament hosted by Pacific University in Forest Grove, Oregon. The Daily News | February 12, 2022

LCC's on campus eatery Fork & Flame reopens for first time since 2020

Lower Columbia College did not have an on-campus dining option between the first COVID-19 shutdown in March 2020 and the start of the winter quarter, when the Fork & Flame reopened with new coffee options but a smaller selection of meals. The Daily News | February 10, 2022

Lower Columbia College Honors New Hall of Fame Class

Myklebust Gymnasium was a little more active than normal Wednesday night. Aside from having a men's and women's doubleheader of basketball games against NWAC rival Centralia, the Lower Columbia College Athletics Hall of Fame officially enshrined six new members as the class of 2022 to be remembered for their achievements in competition and life. The Daily News | February 4, 2022

LCC Speech & Debate "Three-Peat" as Conference Champions

The Lower Columbia College Fighting Smelt Speech & Debate Team earned multiple team and individual honors at the Fred Scheller Invitational tournament hosted by Pacific University – the final Northwest Forensics Conference (NFC) Designated Tournament of the season. The Wahkiakum County Eagle | February 3, 2022

Lower Columbia College to honor six new Hall of Fame Members

The LCC Hall of Fame Committee recently announced the addition of six new members to the Lower Columbia College Athletics Hall of Fame and will honor their 2022 inductees during halftime of the LCC men's game against Centralia at 7 p.m. Wednesday. The Daily News | January 28th, 2022

Lower Columbia College working to increase male enrollment and women in trade programs

As Lower Columbia College President Chris Bailey dug through the college's enrollment data for the current school year, he ran into a surprising number: only 28% of the college's current students are men. The Daily News | January 18, 2022

LCC opens applications for new groups of four-year degree students

LCC is accepting applications for the Bachelor of Applied Science in Organizational Leadership and Technical Management program and the Bachelor of Applied Science in Teacher Education program for classes starting this summer. The Daily News | January 1, 2022

LCC Foundation names estate of Castle Rock teacher Don Lansing as Benefactor of the Year

The Lower Columbia College Foundation named the estate of former Castle Rock teacher and fire chief Donald Lansing the Benefactor of the Year for 2021-2022. The Daily News | January 4, 2022

Operations Council Report for Administration

2022 Q3 (January-March)

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

Student Access, Support and Completion

Information Technology Services

- IT Services was able to troubleshoot and get Single Sign On working with iGrad.
- IT Services worked with eLearning to setup Adobe support for students.

Institutional Excellence

Finance

- The SAO audit is almost finished.
- The first run of spring Financial Aid checks were mailed out 3/29/22.
- Finance Dept Contact List & Resources are updated on the Finance Department webpage—
<http://internal.lowercolumbia.edu/departments/finance/index.php>
 - Travel & General Resources were added

Staff Changes/Position Updates

- Finance is down to one vacant position, Accounts Receivable Tech.
- The following positions have been filled
 - Grants & Contracts Budget Analyst, Amanda Grandchamp (still covering AR responsibilities until filled)
 - Finance Assistant, Ronny Harkleroad
 - Payroll Assistant, Sara Vallejo
 - Lead Cashier, Sarah Giddens (starts 4/11/22)

Enterprise Services

Bookstore

- Partnered closely with both Deans and faculty to receive textbook requisitions, resulting in 98% on-time submissions. This allowed our textbook buyer to source textbooks in bulk, receiving larger discounts for the Bookstore, and resulted in exponentially less “out of stock” or “backordered” items ordered by students online.
- Successfully executed the Winter Book Buyback program in-store allowing students to sell their used textbooks back to the store for cash during the week of finals, plus two consecutive days post-finals. Offered free popcorn to students during this event as well.
- Partnered with the Finance Department to allow Scholarship book voucher awardees to easily apply their book voucher funding online on the Bookstore’s website so they could acquire their textbooks during the first week of the term. This new method has been clearly listed on the Bookstore’s website as well.
- 100% of online Winter Quarter online orders were processed and mailed, or confirmed ready for pickup within 3-5 business days even with the winter efficiency closure & weather causing campus to be closed.

- Processed 869 online orders for a cumulative total of \$99,789.91 in online sales.
- Offered FREE 2-day shipping for all Fall Quarter online orders from November 15th-December 17th, saving students \$5,456.83 in shipping charges.
- Facilitated having the Workforce Department staff members available in-store the first week of the Winter Term to help answer student questions related to Financial Aid Book Vouchers
- Offered NEW gift sets for sale during the holidays, for example: dad gift set, golf gift set, etc.
- Ordered new merchandise items for graduation
- Ordered pop-up tent materials to be able to host a remote pop-up shop for the June Commencement Reception
- Partnered with a new representative to be able to resell branded Nike merchandise in the Bookstore
- Provided the Office of Instruction with \$5 coupons to give out to classified staff members at their Spring Quarter welcome back event
- Provided HR with \$5 coupons to give out to all LCC new hires

Fitness Center

- Purchased 10 new Sorinex Hamstring/Glute rollers, per instruction request
- Purchased a 30 lb multi-grip bar for added versatility in workouts
- Set five new climbing routes on the climbing wall
- Facilitated the LCC Fabrication Shop to design, press, & install bearings into the existing Keiser Machine for better functionality
- Belay-certified four new student climbers
- Added new menu items to the Juice Bar Redleaf offerings
- Added two new protein powders to the Juice Bar offerings (plant-based & whey-based)
- Repaired Lateral X Stepper & replaced the industrial batteries
- Conducted safety inspections of holds, harnesses, & shoes on the climbing wall
- Reorganized & consolidated the Juice Bar storage for efficiency
- Deep cleaned all exercise stations on the floor
- Designed and ordered new Fitness Center t-shirt merchandise to resell in the Juice Bar for Spring Quarter
- Attended the demo of the new Rockbot Sound System that may be installed later this year

Cafeteria

- Officially reopened the coffee bar as of January 4th
- Launched new weekly email promotions for specials of the day, sent campus-wide
- Created new menu displays for the espresso bar monitor
- Created a new QR code displaying our new menu posted to a sandwich board near the espresso bar so customers can easily scan and review all menu items before they approach the ordering window
- Updated Fork & Flame website to announce March food & beverage specials
- Facilitated the install of the new Jackson Rackstar dishwasher and chemical pump
- Facilitated updating the SDS Health & Safety Procedure Manuals to be clearly on display for all employees
- Ordered a new Convotherm Combi Oven to use for our caterings and to replace deep fried menu items for a healthier, convection cooking system
- Facilitated the introduction of the Culinary Options LLC consulting firm to review our current menu, processes, and ultimately our Food Service vision
- Facilitated the demo of two food locker systems that could potentially be installed in the Student Center, offering students & staff an option to mobile order and pick up their meals, contactless
- Facilitated an employee training with Redleaf staff members on our espresso bar equipment

- Renewed our annual Food Permit
- Ordered (2) Kitchen Armor monitors, (2) thermal printers, and the Fresh KDS application to be able to show active orders to the back-of-house kitchen crew from the ordering window. This will make our kitchen more efficient when making orders, and also better report wait times for customers down the road.
- Facilitated the repair of the Bunn drip coffee system

External Event Rentals

- Facilitated the campus-wide SW WA Knowledge Bowl Tournament on January 24th
- Facilitated weekly Longview Early Edition Rotary meetings in MAIN 119
- Facilitated Mark Morris HS Band & Choir Concerts in RCA
- Facilitated Longview High School Orchestra Festival in RCA
- Booked Wilcox & Flegel April Meetings (4 rentals)
- Booked WSMTA additional conference space for June (3 rentals)
- Booked Magpie Productions for June-July
- Aligned on new 2021-2022 pricing for Longview Public School District concerts in RCA

Athletics

- The 2022 Lower Columbia College women's basketball team captured the school's first women's basketball championship with a thrilling overtime victory over Peninsula. LCC sophomore Chinedu Nnadi hit a three-pointer at the buzzer to win the game. Sophomore Jodi Noyes was named the tournament MVP. Sophomore Danica Schmidt was a first-team selection and Michaela Harris and Jazlynn Novelli were second-team picks.
- The LCC men's team also showed well this season with an appearance in the Sweet 16
- Both LCC teams were West Region champions
- The academic excellence of our six LCC sports teams continued after winter quarter grades were posted.
 - The cumulative GPA is a 3.18.
 - There were 19 LCC student-athletes with 4.0 GPA's.
 - The women's volleyball team had the top team GPA with a 3.64.

Safety & Security

- Security is transitioning from stationary check-in table Health Monitors to Site Safety Supervisors. Site Safety Supervisors will patrol buildings and provide friendly reminders about social distancing and other COVID safety protocol.
- Chemical fume hood recertification has been completed.
- Dangerous Waste Report was submitted to Department of Ecology.
- Oil-water separators have been cleaned out.
- The Infection Control Plan for spring quarter has been completed.
- The number of reported COVID infections among the campus community has fallen substantially from early winter.
- Employee resiliency training has been scheduled for April 14th (4-5pm) with a presenter from our EAP program, Kari Uhlman.

Information Technology Services

Application Development

- IT Services continued to troubleshoot and improve the statewide DataLink download application for ctclink.
- IT Services worked on assisting with the Laserfiche document management implementation. Much of the work consisted of discovering and cleaning up messy data in the Hershey system. This included IDs that were missing, and correcting information that had been mistyped. The work will improve search performance in the Laserfiche system.

- IT Services began working on the processes to share data with the Fireworks (Fire Engine Red) customer relationship management application.
- IT Services began working on a replacement application for its account management application known as LID.
- IT Services worked with Institutional Research to reduce the time it takes to provide timely and accurate enrollment data from ctLink.

Safety and Security

- IT Services audited and replaced UPS backup batteries.
- IT Services responded to several critical, zero-day security vulnerabilities that impacted Microsoft servers.

Network/Telecommunications and Systems Administration

- IT Services upgraded the Pearson Vue server for the Testing Center.
- IT Services replaced the wireless controller to improve wireless network services.
- IT Services troubleshooted an issue with Google Workspace where all add-ons for applications mysteriously stopped working.

Customer Support

- IT Services streamlined the processes for onboarding and offboarding accounts, including the setup and configuration of ctLink accounts.
- IT Services resolved an issue in ctLink where former employees were denied access to their W2 tax information.

Other

- IT Services worked on improvements in the cafeteria, including digital signage and a digital ordering system that integrates with Clover to communicate orders to the deli and grill and provide a touchless pickup point for customers.
- IT Services helped Head Start with issues related to a new building being built in south Kelso near the Wallace Elementary School.
- IT Services helped Head Start get federal eRate funding to add the Wallace and Memorial Park sites to the campus network via circuits provided by Astound Business Solutions.

Campus Services

Capital Projects:

Library 1st Floor Renovation

- The Fire Marshall granted temporary occupancy until the remaining items are finished. Once all items are finished, LCC will receive full occupancy. Currently waiting on the material to finish the staircase (handrail/glazing) and on one item to finish the fire alarm. The fire alarm is operational. The Contractor has indicated the material will arrive mid-April.

Roofing Replacement Scheduled for 2022 Summer:

- Administration lower section
- Admission East section
- Applied Arts South section
- Main Building lower Northwest section
- Olympic Court Apartments (if funds are available)

Electrical/Mechanical Projects (6/1/22 – 10/1/22):

- New LED pedestrian lighting along the baseball field pathway to match our campus standard.
- Main Building transformer replacement

Smaller Projects

- Rose Center for The Arts terrazzo flooring repair (18 cracked tiles)
- Administration skylight replacement

- Administration exterior wall repairs (stucco)
- Campus water line replacement (pending). The section of water line scheduled to be replaced is under the covered walk area by Applied Arts, Science, and Vocational. This will disrupt pedestrian traffic. The area will be cordoned off appropriately and pedestrian traffic will be rerouted.

Maintenance/Grounds/Custodial/KeyShop/PrintShop/Central Services:

Maintenance

- Maintenance staff spent about 225.25 hours on preventative maintenance this quarter, including roof inspections and repairs, storm drain cleaning, building inspections, scupper cleaning, filter changing, and emergency lighting checks.
- The HVAC units at Main and HSB (the loud one) were both repaired in full.
- The skylights at ADM and Main, along with the decks at RCA and HSB, were both power washed in preparation for commencement.
- Wiring was completed for the new saw in Welding.
- The wall at Main was prepped for the painting of a new mural.
- The Library is fully renovated and open! Maintenance staff completed the finishing touches (moving furniture, installing whiteboards, etc.) just in time for Spring Quarter.

Custodial

- Wenjie King officially became a Lead Custodian.
- Two full time custodians were hired, Jenny Wong & Ana Kasten. Both previously worked part-time and we are very happy to have them on in full!
- Always 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

- Keyed and color matched all of the new locks in the Library after the remodel to match the LCC keyway and standard.
- Ordered keypad locks for the Olympic Court apartments. These will be installed on bedroom doors and students will be given codes to increase security.
- Attended Allegion trainings regarding fire door inspections, electrical exit devices, and ADA/automatic door operators.
- Replaced locker locks and cut original keys for the new Student Housing mail/parcel lockers at STC.

HUMAN RESOURCE SERVICES – January, February, March 2022

New Hires/Position Changes in January:

01/03/2022	Liliana Mendoza	Teacher Assistant (ELC)
01/03/2022	Makenzie Stephenson	Teacher Assistant (ELC)
01/03/2022	Stephanie Miller	Teacher Assistant (Non-perm, HS)
01/03/2022	Andrea Jones	Area Manager
01/03/2022	Kristen Kordecki	Career Pathways Advisor
01/03/2022	Mario Beltran	Custodian
01/04/2022	Gavin Montes	Web Technology Manager
01/05/2022	Ryleigh Leatherwood	Health Specialist
01/10/2022	Alyssa Wittrock	CTE Dual Credit Coordinator/Outreach Navigator

New Hires/Position Changes in February:

2/1/2022	Caleb Lapo	Health Monitor (Non-perm)
2/1/2022	Kristin Hancock	Lead Teacher (ELC)
2/16/2022	Leah Swanson	IT Support Tech 1/Program Assistant (Non-perm)
2/16/2022	Alma Mendoza	Administrative Assistant 4 (Reallocated)
2/16/2022	Shalaina Williams	Executive Assistant to VPI
2/16/2022	Kara McElroy	Business Process Analyst/Document Management Specialist
2/28/2022	Ronny Harkleroad	Finance Assistant

New Hires/Position Changes in March:

3/1/2022	Marco Pedroza Bravo	TRiO Advisor
3/1/2022	David Maxon	Program Specialist 2 (eLearning)
3/1/2022	Hannah Taylor	Instruction & Classroom Support Tech 2
3/1/2022	Amanda Grandchamp	Grants & Contracts Budget Analyst
3/14/2022	Sara Vallejo	Payroll Assistant
3/16/2022	Jenny Smith	Program Specialist 2 (BAS Programs)
3/17/2022	Chloe Oberloh	Teacher Assistant (HS, Non-perm)
3/17/2022	Allegra Taft	Program Assistant (One-Stop, Non-perm)

What's Going on in HR

- HR continues to work through the interactive accommodation process related to the COVID-19 vaccine mandate. We continue to review and adapt as things change related to COVID-19.
- Winter continued to focus on recruitment as we have a high number of vacancies for full and part-time positions. We are working through the full-time faculty recruitments. We are seeing an increase in the diversity of our applicant pools.
- Human Resources welcomed and oriented all new full-time and part-time employees.
- HR is working with IT to prepare for implementation of Laserfiche. We see a lot of potential to improve processes and make HR forms and documents more accessible and efficient.
- HR is working on some exciting DEI initiatives. We reviewed our HR diversity data with the D&E Committee & Executive Leadership Team (ELT) winter quarter. The data revealed that we have made strides in our DEI efforts related to recruitment. We have also received ELT approval to forge ahead with a Search Advocate (SA) Program. The SA Program will be led by Sydney Benson and will help us progress towards our DEI recruitment goals. We have also updated our [HR Workforce Diversity Plan](#), which lists other DEI efforts we are working on. Members of our HR team are participating in the Equity First project facilitated by Equity Works NW.
- Winter quarter online trainings included COVID Prevention and Diversity at LCC in Canvas. HR also coordinated the following virtual professional development opportunities for employees: "Tips & Tricks for the FIN Pillar – Purchasing & Queries" by Terry Smith and Claudia Slabu and "The Power of Gratitude" facilitated by Kaiser. Some on your own time options included: "The

Art & Science of Human Relationships”, “Leading for Equity, Diversity, and Inclusion in Higher Education”, and “Best Practices Hiring Part-Time Employees” in Canvas.

- Our winter quarter employee award winners were: Sherie Hockett (exempt) & Trish Hamilton (classified). The Extra Mile award goes to the individual whose positive attitude: makes a difference, goes above and beyond what’s necessary, and exhibits outstanding dedication in their job.
- This year, we honored and recognized Classified staff with a grab & go breakfast provided by Fork & Flame. About 80 employees signed up and volunteers delivered their breakfast boxes to them.

Red Devil Wellness (RDW)

- An HR Team member attended the Wellness Summit coordinated by the Health Care Authority. The wellness summit provided a lot of great ideas to refresh LCC’s wellness program including some rebranding and new ideas to engage employees in wellness.
- RDW partnered with the Fitness Center Juice Bar to offer free protein shake samples in honor of National Protein Day.
- We advertised virtual meditations and Wellbeats. We can’t wait to host more in person events and have some exciting things ahead for spring quarter.

FOUNDATION –January, February, March 2022

LCC’s Alumni Association’s growth continues with membership reaching nearly 800 alumni.

The Foundation launched the annual year-end appeal in December with a letter, email and social media campaign to raise funds for the College Success Fund. Both direct mail pieces went to over 4,600 recipients and emails went to nearly 1,550 recipients. The appeal ran through the end of the year and raised \$94,206.17 from 88 donors. Almost half (40) of those donors last gave prior to 2020 or were first-time donors.

The auditors completed the LCC Foundation financial statement audit for the fiscal year 2020-2021. They presented the audited financial statements on the January 10, 2022 Executive and Finance Committee meeting and there were no findings.

This year’s Athletic Excellence Celebration and Hall of Fame Induction ceremony was held Wed., Feb. 2nd during the men’s and women’s basketball game. We had a pre-recorded presentation/interview with the inductees that is viewable on YouTube as well as a presentation at half-time of the Men’s basketball game that evening. We hosted an invitation only reception for the inductees and their guests from 5:30 – 9 PM in the “sky lounge” overlooking the gym during the women’s and men’s games. We also conducted a raffle to raise funds for athletic scholarships. The prizes were 4 courtside tickets to the Blazers Game on 2/27/22 and a diamond pendant necklace, for a value of \$2,400. Over \$13,000 was raised for athletic scholarships. The inductees for the 2022 class are:

- **Rick Boudreau** LCC Athletics Supporter, Scorekeeper, & Bus Driver 1980-2010
- **Janessa (Roening) Brindza** Softball 2002-2004
- **Chuck Byers** LCC Track & Women’s Basketball Coach 1997-2016 LCC Supporter
- **Rob Colley** LCC Baseball 1995-1997
- **Ed Earnest** Basketball 1984-1986 LCC Trainer 2000-present
- **Steve Sweet** Basketball & Baseball 1976-1978 LCC Supporter

The annual scholarship solicitation was mailed mid-February to donors in preparation for the 2022-23 scholarship season.

The Annual Report to the Community went to over 11,000 mailboxes at the end of February.

Scholarship applications for the 2022-23 academic year will be open February 1st through April 29th. More than \$570,000 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 on campus and in local high schools to assist students with the application process. Full details about LCC scholarships can be found on the LCC scholarship webpage.

The Foundation has begun the feasibility study phase of a \$7 million capital campaign with Barsness Group. The Taskforce of community leaders, chaired by Max Anderson, reviewed the case prospectus at their kick-off meeting on March 31st.

The Daily News launched its 7th annual Students in Need Campaign to raise money for the Student Success Fund on March 20. The campaign is planned to run through May 1. They featured a student story on the campaign launch and letters to the editor. So far, the campaign has raised almost \$9,000. The goal this year is to reach \$35,000.

Exceptional Faculty Grant & Foundation Grant applications opened March 28th to LCC faculty and staff for the 2022-23 academic year. The deadline to apply is April 29th. Exceptional Faculty and Foundation Grants are intended to support projects that encourage and support innovation, student learning and/or staff learning.

January, February & March gifts and pledge payments totaled \$417,179 which included:

- \$10,000 Anonymous
- \$26,000 Fred & Kathleen Beisse
- \$21,000 Estate of Christopher J. Milyak
- \$10,000 Sharon Evans & the late Dan Evans
- \$10,000 Anderson & Anderson Advisory (pledge)
- \$200,000 Stoller Family Foundation