

# Minutes

## Operations Council – January 27, 2022

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Attending: Chris Bailey, Nolan Wheeler, Merry Bond, Tamra Gilchrist, Natalie Richie, Marie Boisvert, Jason Arrowsmith, Janel Skreen, Magnus Altmayer, Kirc Roland, Brandon Ray, Stefanie Gilberti, Marisa Geier, Jennie Castle, Kendra Sprague, Richard Arquette, and Bryanna Smith.

Called to order by President Bailey.

### 1. MEETING TOPICS

#### Campus Update: President Chris Bailey

- Legislative Session
  - Currently in a 60 day, supplemental legislative session
  - All major work is done in first year of biennium, which has already occurred
  - Very little for LCC to worry about in pending legislation
  - Washington State is now at pre-COVID revenue levels in terms of tax collection
  - Capital funds are based on bonding capacity in the first year of the biennium
  - LCC received funding for the design of the new Vocational Building last year
  - Looking at a capital campaign in the future for Vocational equipment
- Enrollment
  - LCC was down 15% in enrollments last year and the state was down about 11%
  - Fall quarter enrollments at LCC looked good relative to the system
  - Fall enrollments were in line with the national average but better than the state
  - Winter Quarter at LCC has been rough in terms of enrollment
  - Running Start enrollments are down 17% for the year at LCC and 14% for the system
  - Basic Skills enrollments were up 14% in the fall and are now down 36% for winter
  - Prof-Tech enrollments were down 12% for fall (17% for the system) but are flat in winter
  - International Program enrollments were up 42% for fall but the program is seeing a fall out for winter quarter
  - New student enrollments were down 15% last year but are up 15% this year in Washington State
  - Older students, ages 40+, were hit the hardest and enrollments for this group are down about 40%
  - At LCC, male enrollment declined more than female enrollment and white enrollment declined more than Hispanic and black enrollment
  - Enrollment declines have impacted the budget at LCC and expenses have now exceeded revenues

### 2. UPCOMING AND/OR RECURRING TOPICS: NONE

### 3. ROUND TABLE DISCUSSION –

- **Marie Boisvert:** The International Club is up and running and meets on Fridays from 3:30-4:30. The club is looking for additional American students to provide a variety of different cultural learning opportunities for the International Students. The International Student Employment

Program is still happening and employers who are interested should contact the department. Study abroad options are almost ready for LCC students. Financial aid can be applied to study abroad and there will be scholarships available. An Online Intensive English Program will begin again in spring or summer, depending on interest.

- **Nolan Wheeler:** When evaluating the college budget, current low enrollments are concerning. LCC is not only down in state FTE counts, but also in contract enrollments like Running Start. The college has recently submitted a PRR request to replace the Admissions and Applied Arts Buildings and it is in the process of being scored. All scoring should be finished by March. The capital team has also narrowed down a diagram/plan for the new Vocational Building and renderings should be available before the Board of Trustees Workshop in February. There has been a positive COVID test in the cafeteria and it is therefore closed until further notice. It is also now easier for individuals to get home COVID tests than it is for the college to order tests in bulk. The tests the college currently has in stock expire on February 8 and the most recent order is on backorder.
- **Merry Bond:** The nursing program continues to face ongoing challenges with students, faculty and clinical placements. Currently hosting focus groups concentrating on explorations of an RN to BSN pathway.
- **Tamra Gilchrist:** There is currently a lot of marketing occurring to promote applications for the BAS-TE and BAS-OLTM programs. Students seem to need additional help on resume building and workshops are being offered. LCC continues to try and promote growth in the trades programs. The CDL program is going well; slowly able to add more students to the truck while monitoring state requirements. Staff are working on trying to improve enrollment and partnerships and an equipment list is being created for the new Vocational Building.
- **Jason Arrowsmith:** COVID cases and intakes continue to occupy a lot of time for security staff. Faculty have been super flexible moving courses online when necessary.
- **Janel Skreen:** Drafting a Fire Safety Awareness Plan and updating the Dangerous Waste Plan
- **Magnus Altmayer:** Working to improve processes, including the drop for non-payment process. Getting some good tools in place. The state set up an auto system for residency and LCC staff are putting finishing touches on a tool that automatically processes admissions applications.
- **Natalie Richie:** The annual schedule for 2022-23 is nearing completion. Staff have been working on schedules, program maps and block scheduling for about two years now. The final schedule is being transitioned from 3 days per week to 4 days per week to align with the block schedule. In ctcLink, the view and shopping cart features open up April 1. Continuing Ed is working with EDC and CWCOG to provide business trainings and LCC has applied for a small business grant to help fund some of this work. Flagger training is also being very heavily used within Continuing Ed. The ELC has been hit hard with COVID over the last couple of weeks and there will be lot of upcoming hiring in Instruction.
- **Richard Arquette:** Due to COVID cases over the past couple of weeks, the ASLCC has had to move a few programs to a virtual format or a different date. The student government did recently hold a really successful resource fair. The ASLCC has also starting budget planning and will be sending out emails to campus regarding filling their graphic design position. Staff are actively working on developing and finalizing a strategic plan for student housing and are working to find ways to increase apartment capacity and bed capacity.
- **Kendra Sprague:** The LCC Foundation partners with athletics to raise money for athletic scholarships, including the Athletics Excellence Event and Hall of Fame Induction. The Foundation will be announcing the Hall of Fame inductees at an upcoming men's basketball game and will be holding a small reception after the game. The Foundation is also holding a raffle this year and all funds go directly to athletic scholarships. Meeting with consultants to launch feasibility study for capital campaign. Reminder to complete 360 evaluations for

administrators. HR will be starting the third round of interactive conversations towards the end of February for employees under an accommodation from the vaccination mandate.

- **Kirc Roland:** Teams are doing well on the court, in the field and in the classrooms. Student athletes and staff appreciate all of the hard work from the college supporting athletics and students during this time.
- **Brandon Ray:** There are multiple attempts to hack LCC systems every day. The IT department is struggling to balance priorities and multiple projects. It is currently taking, on average, three days to get to support request tickets. Have used CARES funding for some new equipment but old equipment is still frequently in need of servicing.
- **Stefanie Gilberti:** Staff are working on registration changes and on updating Directive Self-placement. An English course focusing on supporting the WESPS and TEAS test is also in the works. The College 101 course is going very well and phase 1 of RCA upgrades have been approved. The library will be re-opening in the spring and a lot of students have been supported through the WIFI hotspot in the meantime.

**DEPARTMENTAL REPORTS START ON THE NEXT PAGE...**



## **Operations Council Report**

### **INSTRUCTION DIVISION – FALL 2021**

**Dr. Kristen Finnel, Vice President of Instruction**  
**Karen Joiner, Executive Dean & Director of Nursing**  
**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 of Nursing**  
**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

- LCC Continuing Education offered a Flagger Recertification class for the Cowlitz PUD; 45 employees were trained in December.
- LCC Continuing Education will provide Flagger Certification for approximately 12 crossing guards with the Kalama School district in January.
- LCC's Professional-Technical faculty continued development of plans and equipment for the new Vocational Building in collaboration with advisory committee partners and the team of architects leading the project.
- The first BAS-OLTM cohort launched with 22 students representing a wide array of disciplines including criminal justice, industrial trades, business, education, and fire science.
- The BAS-TE program was excited to submit all required documentation and participate in the initial site visit as part of the 27-month review process and virtual site visit required for specialized accreditation through PESB (Professional Educators Standards Board). In addition, the program developed a new pedagogy assessment following the elimination of edTPA. Currently, the program has 50 students enrolled in the full-time and part-time cohorts combined.
- Several program changes were made in Industrial Technology areas and approved by the curriculum committee effective summer 2022. Highlights include the addition of cooperative education/internships to all trades programs and adding aluminum weld processes to the Welding program to meet emerging industry needs.

#### Core Theme II: Transfer & Academic Preparation

- An ENGL& 101+ team (including faculty and OOI) created a process to streamline the registration of students in this co-requisite model.
- A team of faculty have been collaborating on COLL 101 to ensure consistency and accessibility for all students. The focus has been on rubric development, assignments, and formatting.
- Mavourneen Rister, COLL 101 faculty lead, is also working with Wendy Hall on assessment for COLL 101 based on the final career pathways project.
- Members of the speech and debate team have been offered meaningful merit-based scholarships to regional universities based on their success in intercollegiate competition. For further details, contact Alex Brehm.

- With the guidance of Tamra Gilchrist, Jennie Castle and Jennie Mynhier are working to establish an articulation agreement with WSU and WSU-V for ART classes.
- The “Intent to Explore” development of an RN to Bachelor of Science in Nursing (BSN) degree program at LCC was submitted to the SBCTC last month. The team working on this project is planning for a stakeholder focus group meeting on February 17.

### Core Theme III: Student Access, Support & Completion

- Amber Lemiere and Abbie Leavens are participating in the College Spark grant, which is designed to support English departments across the Washington State CTC system to “increase the percentage of students who earn their first college-level credits in English within one year of college enrollment” by closing equity gaps for HU-SOC students. This aligns with guided pathways in Washington State, as one of the Essential Practices of a guided pathways redesign. The grant aims to support departments take on this specific reform effort in the spirit of the [SBCTC vision](#) to “lead with racial equity.” Part of the labor process is dedicated to guiding departments through an antiracist reflection process to nominate 4 faculty members, who will then participate in the work of collaborative curriculum design over the year.
- The Wi-Fi Hotspot helped 2,025 students (duplicated headcount) during fall 2021. These numbers do not include students who checked into other buildings so the actual total is higher.
- Library circulation staff and faculty answered 333 questions from students, campus staff, faculty, and community members. An additional 115 library services related questions were answered by tutoring and eLearning staff. Library faculty provided information literacy instruction to 11 in-person and four online courses.
- The Library hired adjunct faculty librarian, Jacob Longshore, to help cover reference services and library information literacy instruction.
- The Library checked out 169 Chromebooks and 29 Wi-Fi hotspot devices to students. The Library’s 3 Chromebook sets (consisting of 12 Chromebooks each) were used by faculty 83 times.
- The Library hired part-time Library Assistant, Katelyn Hyatt, to help the Library cover the customer service desk, projects around the Library, daily tasks, equipment checkout, etc.
- In Fall 2021, Tutoring Services supported 615 tutoring sessions and at least 160 individual students. Of those 615 sessions, 234 were in-person appointments, 150 were online appointments, and a record 231 eTutoring sessions.
- eLearning responded to 988 inquiries from students, faculty, and staff.
- The Tutoring Center responded to 339 tutoring-related inquiries, plus 160 other inquiries.
- Brianna Purdy attended the College Reading and Learning Association’s (CRLA) annual conference. The Tutoring Center is certified through CRLA’s International Tutor Training Program Certification (ITTPC). CRLA implemented new ITTPC requirements in 2021. Attending the conference was beneficial for understanding the new ITTPC requirements, including the updated standards, outcomes, and assessments. Some key takeaways included developing tutor training using the ADDIE Framework (Analyze, Design, Develop, Implement, Evaluate), using formative and summative assessments in tutor training, and distinguishing qualitative vs. quantitative, direct vs. indirect, and internal vs. external assessments.
- LCC offered 269 online courses, 169 hybrid courses, 68 web-enhanced courses, and 61 not designated – all courses are credit bearing courses. The Transitional Studies Department offered 25 online courses and 48 hybrid. For charts and more details please check out the [eLearning Wednesday Report](#).

## Core Theme IV: Institutional Excellence

- SALAL literary magazine (taught by Chris Tower) is back for a 22nd year with a strong and large team of editors reviewing submissions for publication in June 2022. The magazine saw its largest submission totals since 2019 with literary works that have been currently under review since the first of November 2021. The art submissions are currently open through February 06th, 2022. Direct all inquiries or submissions via our website at <http://www.salalreview.com/> and if you are not following us already, please follow SALAL and the entire LCC Language and Literature department on Instagram at <https://www.instagram.com/lccwritenow/>.
- 25Live reports that 2100 events were reserved and scheduled on the LCC Campus during Fall 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. Courses and Support Courses (ABE & Open) were the most common type of events. The most used buildings during Fall quarter were the VOC, HSB, and RCA buildings. Please email Shalaina Williams if more detailed data is desired.
- Faculty Development Committee: A total of \$3,127.69 was awarded in Fall 2021.
  - Total Awarded in 2021/2022 cycle after Fall 2021 Applications: \$7,462.69
  - 2021/2022 Funds: Current balance of \$11,037.31 remains in the budget after Fall applications.
  - Winter 2022 Applications are currently open and will close Jan 21, 2022.
- The Instruction Division completed the initial build of the 22/23 Annual Schedule as part of Guided Pathway efforts. Faculty will test student program maps & academic planners to ensure students can schedule classes and avoid scheduling collisions. The Office of Instruction team is on track to build all four quarters out in ctcLink so students can begin building annual schedules when classes go live on April 1st.
- The Fighting Smelt Speech & Debate Team competed in five virtual tournaments during fall quarter 2021, including the 49th Annual Dugaw Smelt Classic, which we hosted. The team finished among the top three community colleges at all five of those tournaments, and individual students also experienced significant success.
- Robert Cochran and Stefanie Gilberti met with outside contractor, Continuant, who drafted a proposal for Phase 1 of the RCA equipment upgrades. With the help of a foundation grant, exceptional faculty funds, and operations money, we will be moving forward with this project in 2022.

## Topics of Interest

### Recognition / Personnel

- **Danielle Casey won the RA award for fall quarter!**

### Upcoming Events

- **Date**, Time, Event, Location
- **Jan 6**, 4:30 pm, UnPacking Gallery Reception, Rose Center for the Arts 101/121/134 - RCA Lobby, and RCA 110 - Gallery
- **Jan 8**, 5:30 pm, Red Devils Basketball, Gymnasium Building 116 - Gymnasium, Gymnasium 211
- **Jan 10**, 5 pm, Black Light 9-Square, Gymnasium Building 116 - Gymnasium
- **Jan 11, 13, 18, 20, 25, 27, Feb 1 & 3**, 3 pm, UnPacking Art Exhibition, Rose Center for the Arts 101/121/134 - RCA Lobby, and RCA 110 - Gallery
- **Jan 12, 19, 26, & Feb 2**, 10 am, UnPacking Art Exhibition, Rose Center for the Arts 101/121/134 - RCA Lobby, and RCA 110 - Gallery
- **Jan 12**, 11 am, ASLCC Resource Fair, Student Center 122 - Cafeteria

- **Jan 13**, 1 pm, Wool Felt Crafting, Student Center 201 - Diversity & Equity Room
- **Jan 19**, 5:30 pm, Red Devils Basketball, Gymnasium Building 116 - Gymnasium, Gymnasium 211
- **Jan 22**, 5 pm, Red Devils Basketball, Gymnasium Building 116 - Gymnasium, Gymnasium 211
- **Jan 26**, 12 pm, Coach Winn Presentation, Health & Science Building 101, Laufman Lecture Hall
- **Jan 27**, 11 am, Suff-a-Stuff, Student Center 201 - Diversity & Equity Room
- **Feb 2**, 5:30 pm, Red Devils Basketball, Gymnasium Building 116 - Gymnasium, Gymnasium 211
- **Feb 7**, 9 am, Red Cross Blood Drive, Student Center 216 - ASLCC Clubs & Org Room
- **Feb 9**, 5:30 pm, Red Devils Basketball, Gymnasium Building 116 - Gymnasium, Gymnasium 211
- **Feb 12**, 5 pm, Red Devils Basketball, Gymnasium Building 116 - Gymnasium, Gymnasium 211
- **Feb. 25**, Space: LCC Faculty Show Reception, Forsberg Art Gallery
- **Feb 25, 26, 27 & Mar 4, 5, 6**, 2 pm, The Baby Dance by Jane Anderson, Rose Center for the Arts 131 - Theatre, RCA 101/121/134 - RCA Lobby, RCA 117 - Box Office
- **Mar 1 & 2**, 10:00AM and 3:00PM, professional artist Samantha Bates will offer free introductory mural workshops for those who want to join her to paint the mural in the Main building (RSVP required)
- **Mar 2-10**, 10:00AM-1:00PM and 2:00PM-5:00PM those trained can join Samantha Bates to paint the mural in the Main building
- **Mar 4**, 7:30 PM, Winter LCC Symphonic Band Performance, Wollenberg Auditorium
- **Mar 11**, 7:30 PM, *Fear Not* LCC Choir Concert, Wollenberg Auditorium
- **Mar 15**, 7:30PM, Winter LCC Jazz Ensemble Performance, Wollenberg Auditorium
- **Mar 16**, 5:30 pm, Winter LCC Student Recital, Rose Center for the Arts 131 - Theatre, RCA 12 - Ken & Pat Hanson Rehearsal Hall, RCA 101/121/134 - RCA Lobby, RCA 117 - Box Office
- **Mar 17**, 10 am, Nursing Pinning Ceremony, Rose Center for the Arts 131 - Theatre, RCA 101/121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium
- **Mar 24**, 7 pm, Mark Morris High School Band Spring Concert, Rose Center for the Arts 10//121/134 - RCA Lobby, RCA 123 - Wollenberg Auditorium

### Auxiliary Program

#### Early Learning Center

- ECEAP has fully enrolled the 17 ECEAP slots
- Filled three full-time positions – Program Specialist, Cook, and Assistant Teacher
- Served 29 LCC student families
- Employed 14 LCC students
- Was awarded a Stabilization Grant from the State for \$119,000

## Head Start

Recruitment/Enrollment/Staffing: Funded enrollment is 70%, like other early learning programs in the state. Six class sessions and 1 home-based caseload are temporarily closed due to staff shortages. Those sessions will open as soon as new staff is onboarded. When the temporary closures are accounted for, enrollment is at 95%. There are a few current openings to enroll new students and are accepting applications online or at 360-442-2800. Waivers from both federal and state funding sources allow hiring to continue. Recruitment for 26 staff openings across 14 positions is underway. Primary staff needs are for Lead Teachers, Assistant Teachers and Substitute Teachers.

School Readiness & Family Support Services: 100% of enrolled children 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.

**Health & Safety:** The COVID-19 Operating Plan & Supplemental Health Guidance have been successful in keeping children and staff safe from exposure within the centers. Staff are working diligently, and it shows in our outcomes with zero in-school transmissions. Both staff and parents are frustrated when classrooms must close with some having been impacted more than others. Out of 1170 class sessions offered Fall quarter, 232, or 2%, were closed due to COVID testing, positive case exposure, or lack of staff capacity.

Facilities: Groundbreaking for the construction of the new South Kelso ECEAP location in partnership with Youth & Family Link happened Fall quarter. The building was funded by the Department of Commerce to bring early learning slots back to South Kelso. Thirty-four ECEAP children to be served in this building have a temporary classroom in Wallace Elementary this school year.





## OPERATIONS COUNCIL REPORT – STUDENT SERVICES

### January 2022

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

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### CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- In partnership with Workforce Southwest workforce development council, the Employment Navigator program has shown significant success in serving systemically underrepresented students and connecting them to employers and job placement opportunities. The program began in April 2021 and since summer quarter more than 82% of students in the program identified as diverse students (defined as students of color, female students, and LGBTQ students). Additionally, during Fall quarter, the Employment Navigator partnered with over 30 employers and several LCC faculty to connect students and alumni to employment opportunities.
- Workforce & Career Services staff hosted a Student Employment Fair in October to recruit for on campus employment opportunities. A total of 13 campus departments and 17 students participated in the fair. As a result of follow up support from the Employment Navigator, at least 8 students were hired to work on campus.
- During Fall quarter a total of 5,910 job postings from 91 employers were posted online in Career Connections for students. Of these postings, 258 were for internships, 225 full time positions, 9 work study positions, and 23 were part time or temporary positions.

### CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRIO Student Support Services took 7 students to visit Portland State University for a campus tour and admissions presentation.
- From September through December, a total of 428 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

- Disability Support Services assisted 38 students with COVID-related accommodations that included excused absences and flexibility around due dates for their courses.

- DSS conducted 42 new student intakes between October 2021 and January 2022.
- 73 students accessed DSS accommodations Fall 2021, which was a 16% increase compared to Fall 2020.
- ASLCC hosted 8 programs and 239 student attendees at those programs collectively during the fall 2021.
- ASLCC leadership completed their fall training and filled the entire executive board.
- ASLCC sent 10 students and 2 advisors to attend the National Association of College Activities Conference in Spokane.
- Student housing was at 92% occupancy (46 of 50 beds filled) for fall 2021, with 18 international students and 28 student athletes.
- As of January 3rd, 24.3% of winter applicants have registered for classes compared to 29.4% in 2020. No data was available for 2021.
- Of the 59 students with classes in their Shopping Cart that were not registered, 36 were registered after they were contacted
- Of the 546 fall students that were not registered after an initial outreach effort, 219 were registered by the second week of Winter Quarter after a second round of intervention
- Since Oct 15th, Advising had 536 appointments. Of the 536 appointments, 21 were in person, 400 via Zoom, 46 over the phone, and 69 unspecified.
- Registration staff continue to refine the drop for nonpayment process after dropping students a week before the start of fall quarter resulted in far fewer students making last-minute enrollment and financial changes after the start of the term. Unplanned weather closures required last-minute changes to the winter quarter drop schedule, created confusion, and delayed processing in multiple departments. Despite these challenges, 95 students were dropped the day before the term started, just 21 were dropped on the second day of the term, and only 14 were dropped in the second week.
- Registration launched the [lowercolumbia.edu/residency](http://lowercolumbia.edu/residency) webpage in October. The page includes simplified guidance for students as well as mobile-friendly forms for submitting each type of request and documentation, making it easier for students to complete the process of becoming eligible for in-state tuition and state financial aid programs. More than 50 students have benefited from the new Residency Affidavit process introduced in 2021, which allows students to be classified as residents by submitting a single form, regardless of citizenship status, age, or financial dependency.
- Registration processed 643 new admission applications.
- Registration evaluated 190 transcripts and awarded 7,524 transfer credits in addition to 23 credits earned by three students via Academic Credit for Prior Learning. 92 credentials were awarded to fall 2021 graduates.
- Registration developed new business processes and documentation in final preparation for Laserfiche. About 50 student records have been digitized using the new system and staff are ready to begin working in Laserfiche when approval is received from IT.
- Registration continued promoting the use of ctcLink class permission codes allowing instructors to directly give students permission to enter their classes, eliminating the need for multiple emails between departments in order to process prerequisite waivers and enrollment in permission-only classes. 38% of the permission codes generated by faculty for winter 2022 classes were used successfully, compared to 25% in the previous quarter.
- During Fall quarter, Workforce & Career Services staff had a total of 404 appointments for advising and other support services. Of these appointments, a total of 218 appointments were in person, 54 over the phone, and 132 were on Zoom.
- Workforce & Career Services: As part of the Students Experiencing Homelessness (SSEH) pilot project, over \$26,000 was awarded to students for housing support, including rental assistance, move-in costs, and eviction prevention support in Fall quarter. A total of \$67,328 is budgeted for the 2021-22 year. In addition to financial support, students receive comprehensive case

management support from the Workforce Navigator which includes an intake, referral to resources, and wrap-around assistance with academic, personal, and financial barriers. Additional accommodations for students experiencing homelessness are being implemented, including establishing an on-campus laundry facility in the Student Center and on campus mail stops.

- 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, CARES Act, the LCC Foundation, and others, over \$543,000 was awarded to students in need during Fall quarter.
- During Fall quarter, the food pantry distributed a total of 5,663 lbs of food to students. Compared to previous years, this total is a significant increase--previous amounts of food distributed include 5,000 lbs (2018), 6,700 lbs (2019), 10,000 lbs (2020) and 15,000 lbs (2021). Additionally, a total of 60 holiday meals consisting of a full-sized turkey and multiple side dishes were given to students during November and early December.
- The Outreach team distributed 30 Try-A-Trade take home kits to high school students in the LCC service area and at schools with active articulation agreements
- The Outreach team has sent 548 welcome text messages to newly admitted students
- The admissions email maintains a 70% open rate
- The CTE Dual Credit Coordinator/KHS Navigator position was filled by Alyssa Wittrock who joined the Outreach team on January 10
- TRIO Student Support Services took a group of 6 students to a cultural dinner and attended the Van Gogh immersive experience in Portland.
- TRIO Student Support Services admitted 58 new students to the program and assisted them with registering for classes, obtaining books, and completing financial aid applications.
- Our Testing team worked with campus services and faculty to reopen limited-capacity test proctoring options for students during Fall quarter. We proctored 320 exam sessions for 13 different faculty, and worked to expand options for Winter quarter.
- Testing staff evaluated 123 multiple measures for Math placement, proctored 164 Math placements where 55 were in-person testers and 109 remote. They also served 670 students, staff, faculty, and community members via Zoom. Testing also provided 256 PearsonVue exams, 222 employment exams, and 115 other community-based exams during the quarter.
- Our Navigate team launched Navigate's Academic Planning tool for students in October. Students now have the ability to see advisors' suggestions, review their program maps, and plan their own courses.
- One-Stop Center contacted 17 students in October for the Cashier, who had checks returned to LCC directing them to contact the Cashier to reissue their checks.
- In collaboration with Rosie Leno, the Financial Aid Advisor, the One-Stop staff texted and offered support to 20 students who were enrolled in Winter and did not have a financial aid application on file, and 97 students who had applied for financial aid whose applications were rejected.
- One-Stop Center had 2092 Zoom appointments between October 1st - December 30th, 2021. Financial Aid questions were the number one reason students came in for help.
- Leading up to Winter, One-Stop Center contacted 39 students that had started but not finished the New Student Orientation. Through texts and phone calls, 30 of those students were assisted and completed the orientation, 17 of those students are currently enrolled in Winter.
- Student Ambassadors created "Finals Survival Bags" for enrolled students preparing for finals. 105 students signed up and 82 picked up their bags. The bags included snacks, water, study supplies, and included flyers about tutoring, the upcoming LCC scholarship and an encouraging note to get them through final exams.

- Financial aid is collaborating with advising to identify students who may go into loan repayment when the temporary freeze on loan repayments due to COVID ends to offer support for re-enrollment at LCC.
- Financial aid is collaborating with advising to identify students whose financial aid is on a warning status to offer additional support and wrap around services.
- Running Start has continued to reach out to students when they are flagged for Academic Early Warning. This includes collaborating with HS counselors and notifying HS counselors once a week (looking at sending notifications twice a week) to help with intervention and providing students with additional support and efforts early on.
- Running Start has begun working closer with instructors regarding RS students' progress in classes and working individually with those who may need extra support
- Running Start has been collaborating with College 101 course and Mavourneen Rister to ensure RS students are getting what they need out of the course and ensuring they are meeting expectations.
- Running start will begin information sessions mid-March through May for prospective students and their families

#### **CORE THEME IV: INSTITUTIONAL EXCELLENCE**

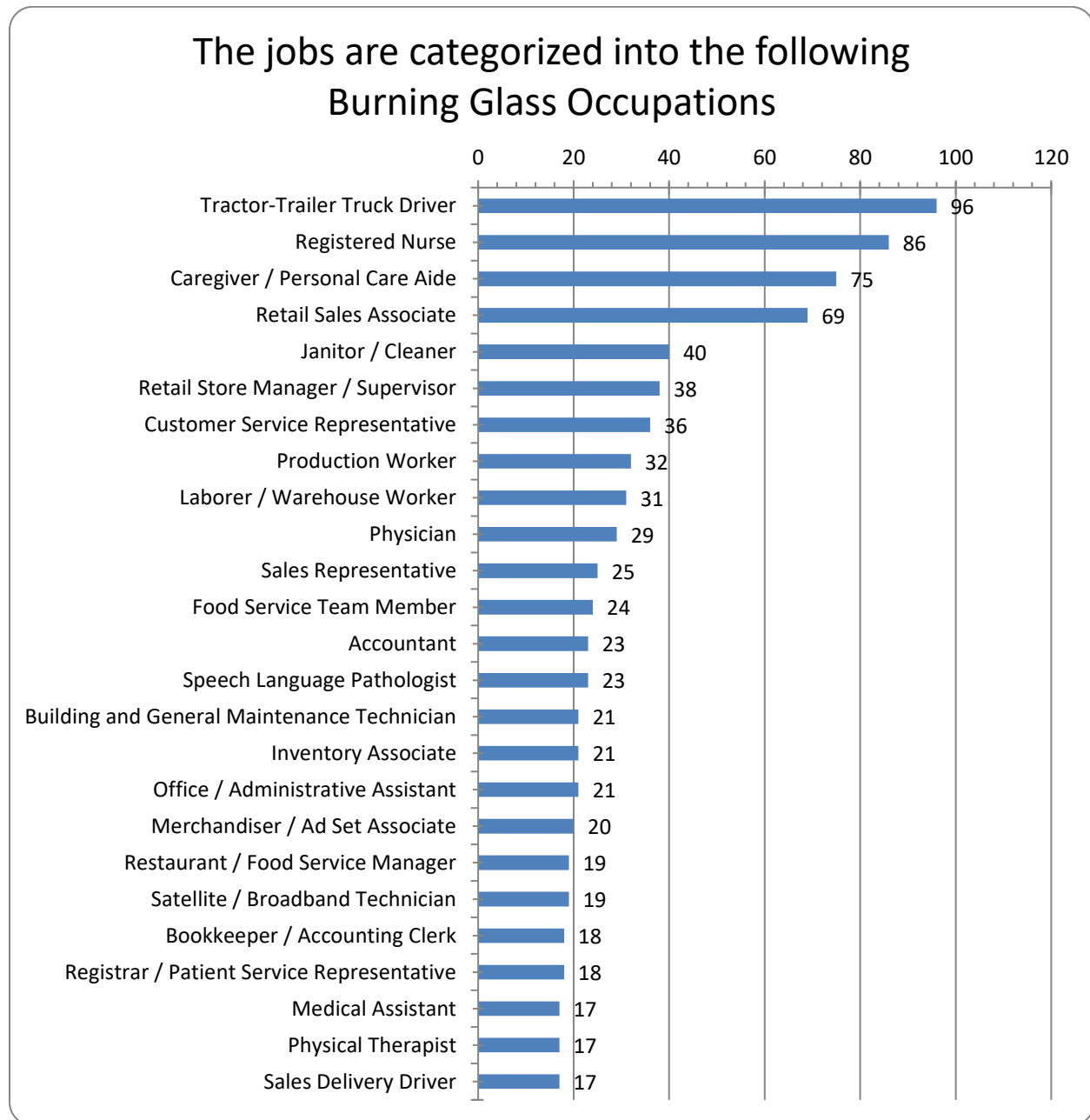
- International Programs supported two faculty members (one from Business, the other from Geology) to apply for a collaborative online international learning (COIL) training grant (via an IDEAS grant at Green River College). They have been awarded the grant and are matched with faculty from Mexico and Brazil to teach collaborative classes with students from LCC and the international class at their partner faculty's respective university.
- Financial aid staff attended the annual Federal Student Aid and Washington State Financial Aid Association annual conferences for professional development and best practices.

# 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 1/6/2022):



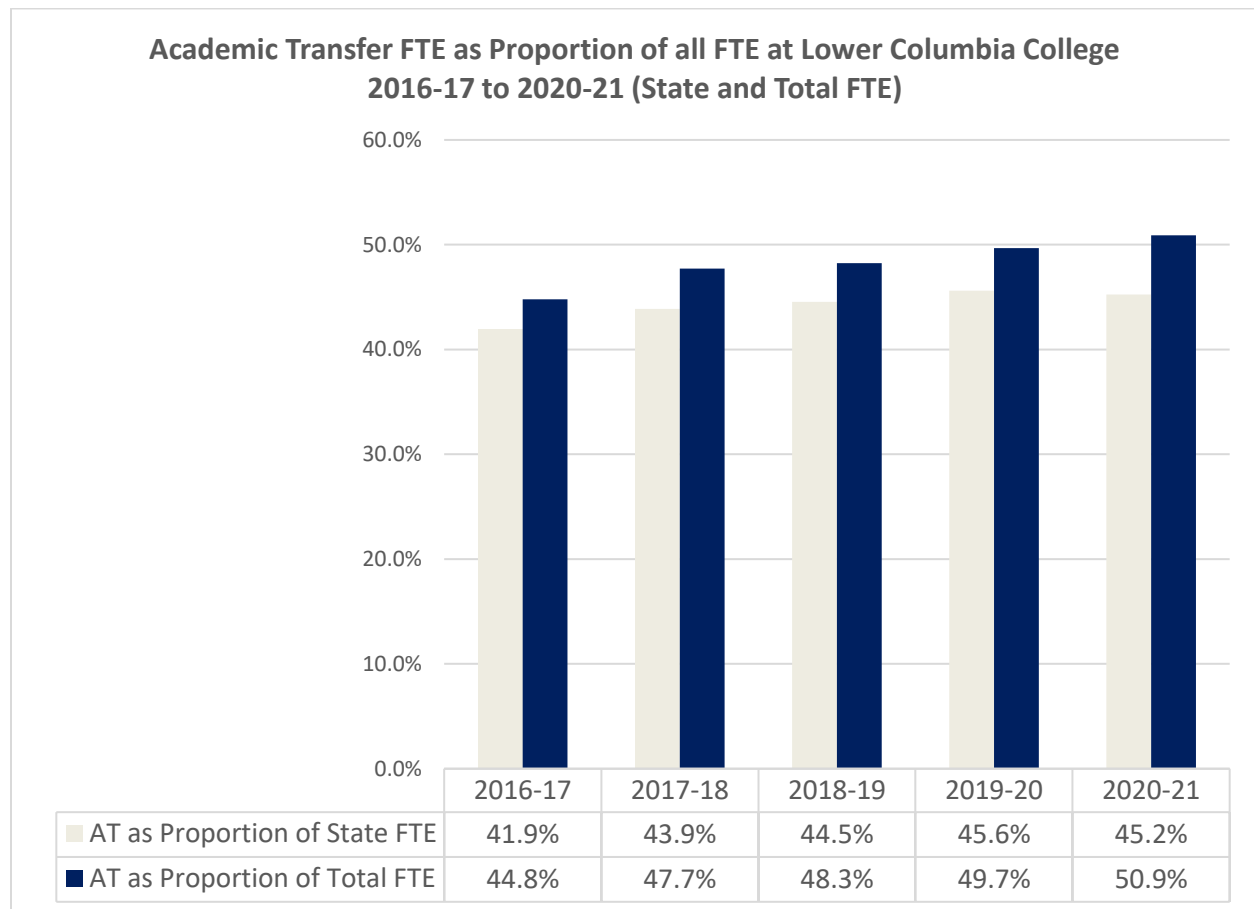
## Professional/Technical Marketing Update

- LCC's winter quarter marketing campaign heavily featured Business programs as well as Career Pathways. Targeted platforms included Facebook/Instagram, Google/SEO, YouTube, Spotify, streaming television and direct (targeted mail) in addition to the quarterly mailer that goes to the entire service district. Per analytics provided by our marketing vendor, LCC's messaging performed well above industry standards.

## Academic Transfer

### Data Trends

- Between 2016-17 and 2020-21, Academic Transfer (AT) FTE generation declined from 1031 to 885 (state) and from 1400 to 1295 (total). However, AT FTE as a proportion of overall FTE increased from 41.9% to 45.2% (state), and from 44.8% to 50.9% (total).



- During the same time period, the proportion of AT FTE being generated by female students increased from 63.6% to 71.5%, and decreased from 36.4% to 28.5% for male students. The proportion of AT FTE being generated in online classes was trending up for four years before ballooning in 2020-21 to 843 (state) and 1229 (total).

### Academic Transfer Marketing Update

- LCC's winter quarter marketing campaign heavily featured Social Science programs as well as Career Pathways. Targeted platforms included Facebook/Instagram, Google/SEO, YouTube, Spotify, streaming television and direct (targeted mail) in addition to the quarterly mailer that

goes to the entire service district. Per analytics provided by our marketing vendor, LCC's messaging performed well above industry standards.

## **Preparation for College Level Studies**

### **Curriculum and Program Review**

- Effectiveness and College Relations provided Transitional Studies with disaggregated data, tracking ABE and ESL student progression to college certificate and degree programs, for use in the Data and Equity portion of the college's Curriculum and Program Review process. In addition, a promotional piece featuring the 'Top 10 Reasons to Get a Certificate or Degree from LCC' was created for faculty use in class.

### **Transitional Studies Marketing Update**

- Promotion of Transitional Studies is emphasized through weeks three to seven or eight each quarter, including paid and organic social media and periodic radio advertising. Regular advertising in Spanish has been incorporated into the mix.

## **Student Access, Support and Completion**

### **Community College Survey of Student Engagement**

LCC is administering the Community College Survey of Student Engagement (CCSSE) to students in winter quarter 2022, and a new Race/Ethnicity Survey pilot, also part of the CCSSE survey family, in spring quarter 2022.

### **Program Maps**

LCC's web-based program maps, required by Guided Pathways, went live in fall quarter. Program Maps are co-located (along with degree requirements) on the Programs of Study/Career Pathways webpage at [lowercolumbia.edu/programs](http://lowercolumbia.edu/programs).

## **Institutional Excellence and Community Enrichment**

### **New Staff**

Effectiveness and College Relations welcomed a new staff member on January 4, 2022. Gavin Montes is the new Web Technology Manager, replacing a position vacated by Eli Hayes in 2019.

### **Accreditation Update**

LCC completed a very successful Mid-Cycle accreditation visit on October 25-26, 2021. Rather than formal recommendations, the Mid-Cycle Evaluation resulted in four informal "encouragements," as follows.

1. "Tell your story" -- provide narrative depth to your data results. Include more examples of how faculty and staff have used data to improve student achievement, as this would bring to life the effectiveness of LCC's assessment process and structure.
2. Document well how you "close the loop" on the new initiatives underway and be ready to share these as appropriate for the Year 7 evaluation.

3. Highlight your multilevel approach to benchmarking for institutional effectiveness. In addition to system benchmarks, make sure you explain how you also use comparison data with similar institutions, etc., as part of your analytical and assessment framework.
4. Per the Mid-Cycle Report reflections, consider ways to evolve the (transfer) Global Skills Assessment to address the need to consider disaggregated data and equity gaps in student learning.

### **ctcLink Update**

- CampusCE integration testing (Phase II) for Continuing Education enrollment was completed in October. The ctcLink state steering committee approved moving the integration into production. There are a number of colleges currently using the integration; LCC opted to hold on turning on Phase II of the integration to allow more time for testing and ensuring the integration was ready for use. Additional testing is tentatively set for January – February.
- LCC was asked by SBCTC to present to Deployment Group 6 college Project Management on local management of user acceptance testing, along with Wenatchee Valley and Centralia College. Nichole Seroshek presented to DG6 colleges on November 22, and helped lead discussions on selecting testers, security management, end to end testing tracking/transitions and facility set up to support testing.
- ctcLink image upgrades have been completed for the Human Capital Management (HCM) and Campus Solutions (CS) pillars during the month of December. The image upgrades resolve critical bugs, maintain interface functionality, add updates to meet regulatory requirements and improve accessibility.

The Finance pillar upgrade has been delayed until Deployment Group 6 conversion.

*\*Note - the SBCTC Support Organization is reviewing the timing of image updates. They are considering installing only required images and delaying on others that are not required. This gives Oracle and other institutions a chance to identify and resolve issues prior to our system installing. The future image schedules are subject to change.*

- We are recruiting for a Business Process Analyst/Document Management Specialist position to join the Effectiveness and College Relations team. The position was posted on January 2 and will be open through the end of the day January 18. Please share with anyone that may be a good fit.

### **Upcoming (and final) ctcLink conversions**

DG6A – February 28, 2022

Lake Washington Institute of Technology

Renton Technical College

Shoreline Community College

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:

### **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

### **Apprenticeship can help meet state's teacher needs**

The Para Educator III Registered Apprenticeship launched just this fall in the Woodland School District, in partnership with Lower Columbia College and PSE 1948. HeraldNet | December 19, 2021

### **Debate team hosts competition**

The Lower Columbia College Fighting Smelt Speech & Debate Team hosted and competed at the 49th Annual Michael Dugaw Smelt Classic on December 4 – 6. The Wahikiakum County Eagle | December 16, 2021

### **Lower Columbia College speech and debate team find success at competitive regional tournament**

Members of the Lower Columbia College Fighting Smelt Speech & Debate Team finished second place in the Division III team sweepstakes at the 91st Annual Mahaffey Memorial Forensics Tournament hosted by Linfield College in McMinnville, Ore. The Daily News | December 1, 2021

### **LCC Fighting Smelt find success at competitive regional tournament**

The Lower Columbia College Fighting Smelt Speech & Debate Team finished competing at their most recent tournament hosted by Linfield University. The Wahikiakum County Eagle | November 25, 2021

### **LCC still seeing low enrollment, but numbers are stabilizing**

Lower Columbia College still is seeing lower enrollment than pre-pandemic, President Chris Bailey told the board of trustees Wednesday evening. Last year, the college dropped 15.2% in full-time enrollment, and then fell another 3.4% last spring and 3.3% combined this year in the summer and fall quarters. The Daily News | October 25, 2021

### **LCC reports 90.9% vaccination rate, K-12 schools see lower percentages of staff choosing shots**

Lower Columbia College still is seeing lower enrollment than pre-pandemic, President Chris Bailey told the board of trustees Wednesday evening. Last year, the college dropped 15.2% in full-time enrollment, and then fell another 3.4% last spring and 3.3% combined this year in the summer and fall quarters. The Daily News | October 21, 2021

# Operations Council Report for Administration

## 2022 Q2 (October-December)

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 worked with Woodland school district to resolve issues that students in the BAS teaching program had when they were teaching in Woodland schools.

### Institutional Excellence

#### Finance

- We are working on preparing FY21 financial statements. Our SAO audit is scheduled for 02/07/2022.
- The first run of winter Financial Aid checks were mailed out 12/30/21.
- Employee W-2's will be available in ctCLink by the end of January.
- Finance Dept Contact List & Resources are updated on the Finance Department webpage—<http://internal.lowercolumbia.edu/departments/finance/index.php>

#### Staff Changes/Position Updates

- We currently have 3 vacant positions. All positions are posted and we hope to have them filled by late February/early March.
  - Grants & Contracts Budget Analyst
  - Finance Assistant
  - Payroll Assistant

#### Trainings/Workshops

- Terry Smith & Claudia will be doing a training on Purchasing & Queries January 19<sup>th</sup> (Tips & Tricks for the FIN Pillar - Purchasing & Queries). See Winter Quarter Professional Development Opportunities email from HR for details.

#### 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. .
- Partnered with Early Achievers grant to allow 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. Before this online process, students

would have to wait 1-2 weeks for their funding to be usable in the Bookstore.

- Partnered with Scholarship awardees to easily apply their book voucher funding online on the Bookstore's website so they could acquire their textbooks within 24 hours of initial order. Before this online process, multiple department employees would have to manually process each individual student transaction in person.
- 95% of online Fall 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 2,826 online orders for a cumulative total of \$158,471.99 in online sales.
- Launched new offering of e-book as a purchase option online through Redshelf, resulting in 52 titles being sold and \$2,402.47 revenue generated.
- Offered FREE 2-day shipping for all Fall Quarter online orders from November 15<sup>th</sup>-December 17<sup>th</sup>, saving students \$5,456.83 in shipping charges.
- Offered NEW gift sets for sale during the holidays, for example: dad gift set, golf gift set, etc.
- Collected Winter 2022 faculty textbook adoptions prior to winter efficiency closure for more optimized ordering cycles
- Setup Coca Cola B2B log-in to allow online orders for product directly through Coca Cola website for delivery
- Facilitated final chargebacks for deadstock textbook titles no longer used by faculty for credit with publishers

#### **Fitness Center**

- Facilitated COVID rapid tests for athletic teams and LCC employees
- 1,534 visitors used the Fitness Center during open hours
- 700 Wellbeats users used the free application
- Six new climbing routes were added to the climbing wall
- 50 lb and 100 lb sand bags were ordered for members to use in the Gym
- Auto Belay routes were re-certified and re-routed
- Serviced 15 spin bikes, 6 treadmills, the stair climber, and 2 elliptical machines
- Thirty-three members used the Tanita Scale for weigh ins

#### **Cafeteria**

- Partnered with Redleaf coffee to finalize details on first delivery set for Jan. 3<sup>rd</sup>
- Partnered with LCC IT Department and LCC Campus Services to install new monitors to display the coffee bar menu as well as the eventual cafeteria menus
- Facilitated repainting of walk-in refrigerator to conserve the wall panels
- Replaced coffee grinder & blender with quieter machines for the coffee bar to help avoid noise in the STC
- Updated Clover categories & items available for sale using new Merchant ID
- Updated Fork & Flame website to announce partial reopening for January 2022

#### **Athletics**

- The fall quarter grades for LCC Athletics came out with glowing numbers. The entire athletic department had an accumulative GPA of 3.23. 21 Red Devil student/athletes had a fall GPA of 4.0.

- Both LCC basketball teams were very successful in December. The women's team went 10-1 and are ranked #2 in the NWAC Conference. The men's team is 8-3 and ranked #7 in the conference.
- The LCC Athletics Hall of Fame inductees will be honored at a reception February 2nd at the home basketball games. Included in the Hall of Fame Class of 2020 is long-time trainer Ed Earnest, former basketball and baseball player Steve Sweet, from softball star Janessa (Roening) Brindza, former baseball star Rob Collie, long-time scorekeeper and bus driver Rick Boudreau and former coach Chuck Byers (posthumously).

### **Safety & Security**

- The team assisted with Title IX trainings with LCC athletics over Zoom.
- COVID cases are increasing, contact tracing activities are at an all-time high.
- The hazardous materials no longer in use in the photography lab were removed for disposal.
- Our team has assisted HR with the set-up of accommodations for employees who have approved exemptions for vaccination.
- The creation of LCC's "Winter 2022: Infection Control Plan" was completed before the start of the quarter.
- A new COVID Infection Control training was created in CANVAS and assigned to all employees and students.
- Our team continues to participate in COVID infection control planning and related emergency response activities.

### **Information Technology Services**

#### **Application Development**

- IT Services created some online budget reports to provide some of the information that was provided by FMS Query. These reports pull data from ctclink and format it in a user-friendly report which is available to access online.
- IT Services improved the bookstores automated reporting processes.
- IT Services continued to troubleshoot and improve the statewide DataLink download application for ctclink.

#### **Safety and Security**

- IT Services audited and replaced UPS backup batteries.
- IT Services tested the emergency notification system (both Informacast and RAVE Alert) during Washington State's Great Shakeout event.
- IT Services responded to several critical, zero-day security vulnerabilities that impacted Microsoft servers.

#### **Network/Telecommunications and Systems Administration**

- IT Services helped K20 cutover to a new internet service provider for the college.
- IT Services replaced one server (domain controller) that was outdated and decommissioned another outdated server.
- IT Services setup digital signs in the Fitness Center Juice Bar, the Espresso Bar, and the cafeteria.
- IT Services updated the video security server.

- IT Services updated the Access Control server.
- IT services setup a new, remote access and database server for Institutional Research.

## **Campus Services**

### ***Capital Projects:***

#### **Library Renovation**

- Waiting on Fire Alarm Parts – most important because we will not receive occupancy permits until the new fire alarm system is operational.
- Elevator inspection cannot be scheduled until the new fire alarm system is operational.
- Staircase handrail and glazing is schedule to arrive late March (supply chain)
- Whiteboards are scheduled to arrive in March (supply Chain)
- Storefront doors were manufactured incorrectly. Currently waiting on an updated ship date from the manufacturer.
- Waiting on furniture parts.

#### **Electrical/Mechanical Projects (1/1/22 – 10/1/22):**

- Pedestrian Lighting Ballfield Pathway
- Main Building Transformer Replacement

#### **Smaller Projects**

- Rose Center for The Arts Terrazzo Flooring Repair (18 cracked tiles)
- Administration Skylight Replacement and Exterior Wall Repairs (Stucco)
- Campus Water Line Replacement (pending)
- Various roof replacements

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

#### **Maintenance**

- Maintenance staff spent much of the last three months prepping the campus for additional openings for Winter Quarter. The following projects were completed to ensure a smooth and safe start:
  - The cooler in the STC cafeteria was scraped of peeling paint and freshly repainted.
  - New wallpaper was installed throughout the cafeteria to give it a fresh new look for returning staff, faculty and students.
  - Plexiglass was installed around the cashier area to create an additional Covid-19 safety barrier. Plexiglass was also installed in other areas across campus for increased Covid-19 safety.
  - The stair lights in the Wollenburg Auditorium were repaired.
  - UV disinfecting lights and Merv-13 filters were installed in HVAC units throughout campus to increase the air quality in the buildings.

#### **Custodial**

- Wenjie King is continuing her training to become a lead.
- The department remains extremely short-staffed. With more buildings open and more people returned to campus, the team is stretched thin, but keeping afloat. It's been immensely difficult to hire part-time custodians.

- 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**

- Provided OAK and OLY keypad lock codes to Student Housing.
- Installed keypad lock in Main 103 to make it easier for art students to access while working on projects.
- Completed auditing the keys for all students living at the Olympic Court and Oak Terrace apartments.
- Met with Student Housing regarding key boxes and replacement locks for student mail and parcel lockers. Issued product recommendations and pricing as part of the larger project regarding how students will be receiving mail.

**Print Shop/ Central Services/Surplus.**

- Made 404,925 copies on campus during October, November and December.
- Received and processed 1,415 pieces of freight.
- Processed 13,390 pieces of outgoing mail/freight.

## HUMAN RESOURCE SERVICES – October, November, December 2021

### New Hires/Position Changes in October:

10/1/2021	Kaitlin Sexton	Program Assistant (Testing)
10/1/2021	Madison Beaston	Program Assistant (Testing)
10/1/2021	Wenjie King (* In-training)	Lead Custodian
10/1/2021	Laura Sampson	Executive Assistant
10/1/2021	Annie Gaddis	SWA 2 / Program Specialist (Non-perm, ELC)
10/4/2021	Masako Lee	Accounts Payable Tech
10/18/2021	Kristina Harris	Lead Teacher (ELC)
10/19/2021	Laura McBride (*reassigned)	Running Start Ed Planner

### New Hires/Position Changes in November:

11/1/2021	Liliana Mendoza	Teacher Assistant (Non-perm, ELC)
11/1/2021	Ellen McAlister	Teacher Assistant (Non-perm, HS)
11/1/2021	Alexis Lepe	Teacher Assistant (Non-perm, HS)
11/1/2021	Loren Long	Security Guard 1 (Non-perm)
11/15/2021	Shane Rivera	Assistant Director of Student Programs & Student Housing
11/16/2021	Stephanie Dowd	Area Manager
11/16/2021	Danielle Hutton	Area Manager
11/16/2021	John DeVeney	Maintenance Custodian
11/16/2021	Amy Wright	Custodian
11/16/2021	June Fleming	Teacher Assistant (HS)
11/22/2021	Jamie Letteer	Teacher Assistant (HS)

### New Hires/Position Changes in December:

12/1/2021	Irene Allen (*Reassigned)	Child & Family Development Specialist
12/1/2021	Susan Gladson	Lead Teacher (HS)
12/14/2021	Sarah Vocana	Food Services Manager (HS)
12/16/2021	Alyssa Mayclin	Executive Assistant
12/16/2021	Bridget Broussard	Family Advocate (Non-perm, HS)
12/16/2021	Nicole Logotaeao	Program Specialist (ELC)
12/16/2021	Amy Wright	Food Service Worker Lead (ELC)
12/16/2021	Kat Gipson	Health Monitor (Non-perm)

### What's Going on in HR

- The vaccine mandate officially took effect on October 19, 2021. HR worked through the final accommodations prior to the effective date. LCC separated a total of 30 employees either because they did not get vaccinated or they requested an exemption and we were unable to accommodate them in their positions. We also saw a number of resignations in the fall due to the mandate. They are not included in the 30 we separated. In December, we met with employees with approved accommodations and their supervisors to check in and see how accommodations were going. We continue to review and adapt as things change related to COVID-19.

- Fall continued to focus on recruitment as we have a high number of vacancies for full and part-time positions. For a number of positions, we continued to see weak applicant pools fall quarter.
- 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.
- Members of our HR team are participating in the Equity First project facilitated by Equity Works NW.
- Fall quarter online trainings included COVID Prevention and Active Intruder in Canvas. In collaboration with the Classified union, we offered WFSE contract training sessions for Classified staff. These sessions were well-attended. HR led a “Screening Criteria Matrix” workshop to help supervisors learn more about completing the matrix for their full-time recruitments. Sarah Griffith led a Canva 101 course that helped people develop skills to create appealing marketing materials for their department. HR also coordinated the following virtual professional development opportunities for employees: The Science of Wellbeing (free course through Yale), Creative Thinking: Techniques and Tools for Success, and Best Practices Hiring Part-Time Employees in Canvas.
- Our fall quarter employee award winners were: Richard Arquette (exempt) & Danielle Casey (classified). The RA! award goes to the individual who: creates a pleasant environment, brings out the best qualities in co-workers and/or our students, allows them to handle difficult situations and people gracefully.
- In place of the Holiday Hop, we brought back Red Leaf Coffee for another drive though event. We had about 150 employees show up! We also raffled off 20 Red Leaf gift cards. Employees seem to really like the Red Leaf option.

### Red Devil Wellness

- Walktober, the annual walking challenge between WSUV, and Clark was another hit. We had about 30 participants this year and took the trophy back from Clark!
- Red Devil Wellness member came up with holiday recipes that represented a variety of holidays and sent them out mid-November via email.
- We held the annual holiday department photo contest again! ASLCC voted on the best photo and selected Transitional Studies. We had planned to host a lunch for them this month, but are now discussing doing gift cards instead in light of COVID cases.
- RDW had planned other events including partnering with the juice bar, but COVID prevented that from happening. We instead opted for virtual options and in addition to the above events sent out virtual meditations and advertisements for Wellbeats. We can't wait to host more in person events!



## FOUNDATION – October, November, December 2021

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

The annual Horns and Halos Gala took place on Thursday, October 7 "virtually". Fundraising efforts for this year's signature event benefitted the College Success Fund. We raised over \$73,650 in gifts and pledges.

The Foundation launched the annual year-end appeal with a letter, email and social media campaign to raise funds for the College Success Fund. Both direct mail pieces went to over 4600 recipients and emails went to nearly 1550 recipients. The appeal ran through the end of the year and raised \$93,756.17 from 85 donors. We anticipate a few more gifts to come in over the next few weeks.

The Foundation Board selected The Estate of Donald Lansing as the 2021-22 Benefactor of the Year.

Scholarship applications for the 2022-23 academic year will be open February 1 through April 29. More than \$550,000 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 virtually, 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 draft for the 2020-2021 financial audit was complete. The auditors will present the Foundation audited financial statements at the January 10, 2022 Executive and Finance Committee meeting.

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

The Foundation's Holiday Thank-a-thon was held during the first part of December. LCC student athletes and scholarship recipients made phone calls thanking donors for their support. Donor calls were made to supporters of the LCC Booster Club, Athletic Excellence, Student Success, College Success and scholarship sponsors.

Due to the pandemic the Scholarship Social was not held this year. Staff prepped the program booklet with student quotes, awarded scholarships, and recipient names. It will be mailed to scholarship donors and student recipients. The publication will also be made available online.

October, November, & December gifts and pledge payments totaled \$417,355 which included:

- The Honorable Frank L. & Arlene G. Price Foundation \$20,000
- Biella Foundation \$11,000
- The Gene Haas Foundation \$10,000
- Delores K. Rodman \$10,646.94
- The Daily News – Students in Need \$33,757.81
- Anonymous \$50,000
- Dr. and Mrs. Albert Luh \$27,760
- Cowlitz Indian Tribe \$50,000
- Anonymous \$10,000
- Dr. Terry and Ruth Ann Tack \$40,145.17